

Part C State Performance Plan (SPP) for 2005-2010

Overview of the State Performance Plan Development:

The Washington State Infant Toddler Early Intervention Program (ITEIP) worked with the State Interagency Coordinating Council (SICC), as the Washington stakeholder group, in developing the State Performance Plan (SPP). At the first quarter SICC Meeting, on October 26, 2005, ITEIP presented SPP information, including the need to establish measurable targets for the six year plan. A lengthy discussion and review of the 14 indicators occurred. The SICC requested ITEIP staff complete the draft SPP and distribute the draft SPP to the SICC, SICC Committees, and Local Lead Agencies (LLAs) for input. ITEIP also scheduled a conference call to discuss the draft SPP, for those interested in participating. The SICC agreed to have the SPP as a standing agenda item, at each council meeting, for the next year. All agreed that the SPP will be a “work in progress” document and tool.

All baseline data used in this SPP is based on the reporting period October 1, 2004 through September 30, 2005 and/or the day-in-time count on December 1, 2004. These counts and the date range of the data reflect federal timelines for counts in each area.

Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 1: Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner.

(20 USC 1416(a)(3)(A) and 1442)

Measurement:

Percent = [(# of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner) divided by the (total # of infants and toddlers with IFSPs)] times 100.

Account for untimely receipt of services, *including the reasons for delays*.

Overview of Issue/Description of System or Process:

To track and assure statewide implementation of Part C requirements and the status of this indicator, ITEIP has a multi-step General Supervision and Management Process. The formal audit process is as follows:

- ITEIP completes a risk assessment on all Local Lead Agencies (LLAs), to assist with prioritizing the annual and full cycle audit order. Having completed at least one audit of each LLA, ITEIP has begun the second cycle of audits. ITEIP maintains and funds a contract with the Washington Department of Social and Health Services (DSHS), Operations Review and Consultation, for our formal fiscal and program auditing of LLAs. The audits are performed to identify and document areas of deficiencies.
- LLAs are on a five year cycle and audits may take place more frequently based on risk factors, funding issues, and identified needs or concerns. LLAs are required to submit corrective action plans on any findings or reportable conditions.

- The corrective action plan is approved by ITEIP and a site verification visit is done to confirm correction or adequate progress before closing an audit. ITEIP makes every effort to close audits by one year after the audit was conducted.

In addition, LLAs are required to submit to ITEIP biannual reports on their local early intervention plan. The report also includes updates on local action plans based on their local self-assessment. ITEIP staff conducts periodic on-site technical assistance and/or monitoring visits to LLAs. ITEIP staff monitors monthly data spreadsheets, from the data management system reports, and provides technical assistance for areas needing improvement.

LLAs are required to implement the full ITEIP Data Management System, by October 1, 2005. This includes generating the statewide Individualized Family Service Plan (IFSP) from the data management system. Beginning October 1, 2005, LLAs and providers are required to use the data management system to generate all new IFSPs, any amendments to an existing IFSP, and all annual IFSPs that occur after October 1, 2005. This assures that all families and children will have the required and consistent statewide IFSP format and process by September 30, 2006. (Also see Indicator 9, General Supervision.)

There continues to be concerns about shortages of qualified personnel, nationally and in Washington State. Emergency hire procedures are in place to assure services are delivered. Locating and recruiting qualified professionals can take considerable time. Another concern is the National Physical Therapists Association may require a doctorate level degree for physical therapists. This will increase the shortage of an already limited labor pool.

Baseline Data for FFY 2004 (2004-2005):

Between October 1, 2004 and September 30, 2005 there were no requests for mediation, citizen's complaints, or administrative hearings, related to receiving timely services, or any other State Performance Plan (SPP) indicator, or ITEIP related state or local activities. Tracking timely services is a new federal indicator, so there is no past data; and this has not been a concern noted in the Washington ITEIP implementation reviews.

ITEIP has completed one full audit cycle of all LLAs. In 2004/05 six (6) LLAs received audits and have submitted corrective action plans. A total of 65 IFSPs were reviewed. There was one (1) audit finding related to IFSPs not being implemented in a timely manner. For the one LLA where this was a finding, two IFSPs were reviewed and one did not demonstrate that services were implemented in a timely manner. This is 1.5% (1 of 65) of the IFSPs reviewed statewide.

Data from the Parent/Family Surveys completed in 2005:

- 93.92% of families strongly agreed or agreed they were satisfied with the quality of the services their child received.
- 90.38% of families were satisfied with the frequency of the services.

Discussion of Baseline Data:

No mediation requests, citizens' complaints, or administrative hearings were received in 2004/05. The ITEIP Parent/Family Survey demonstrated that over 90% of families reported that they were satisfied with the quality and frequency of services.

***U.S. Office of Special Education Programs (OSEP) requires 100% for this target.**

| FFY | Measurable and Rigorous Target* |
|-----------------------------------|--|
| 2005 (2005-2006) | 100% of infants and toddlers with IFSPs receive the early intervention services on their IFSPs in a timely manner. |
| 2006 (2006-2007) | 100% |
| 2007 (2007-2008) | 100% |
| 2008 (2008-2009) | 100% |
| 2009 (2009-2010) | 100% |
| 2010 (2010-2011) | 100% |

ITEIP will report, at least annually, to the State Interagency Coordinating Council (SICC), Local Lead Agencies (LLAs), public, early intervention stakeholders, state agencies, and the media on the SPP indicators and targets, during the month of April, beginning in 2007. The data will be aggregated statewide and by LLA. Data from LLAs who provided services to less than ten children and families will be clustered to meet research confidentiality recommended practice. The reports will include how LLAs are doing against the targets in the SPP.

SPP reports will be made available on the ITEIP website, at <http://www.dshs.wa.gov/iteip>. ITEIP will submit a DSHS press release requesting a public service announcement. An email will be sent to LLAs and stakeholders when the data is posted on the website.

Improvement Activities/Timelines/Resources:

- Timely manner will be defined, by Washington State, as an IFSP service will begin within 30 days of the start date on the signed IFSP, unless there is documentation that the parent requests a delay in the start of the service or services. If the start date for a service is delayed, the service must begin by the new date documented on the IFSP.
- Baseline data will be collected on IFSPs, for 2005/06, on the percent of infants and toddlers who receive their early intervention services in a timely manner (as defined above). Activities and strategies include:
 - ♦ ITEIP will assist the SICC Data Committee to review collection strategies and provide input.

- ♦ ITEIP will inform LLAs of the definition of “timely manner” and the activities to collect baseline data in 2005/06, to assure the services on the IFSPs are provided in a timely manner. ITEIP will evaluate timely manner, clarify new definitions and provide technical assistance, as needed.
- ♦ Beginning October 1, 2005, add to audit protocols “Are early intervention services on the IFSP received in a timely manner?” (as defined above). At least five comprehensive program and fiscal audits will be completed in 2005/06.
- ♦ By December 2006, ITEIP will complete a simple random sample of IFSPs, which are representative of the state. The sample will be based on the number of IFSPs on December 1, 2005. This will be done as follows: IFSPs will be pulled from the data management system, based on the simple random sample for LLAs, their subcontractors, and serving school districts. ITEIP staff will complete IFSP reviews and conduct site visits to do follow-up and determine compliance results for this indicator. The site visits will review at least 5% of the current IFSPs, as of December 1, 2005, but not less than two (2) IFSPs, per geographic area. An exception to the number reviewed would occur if there were less than two (2) IFSPs, due to no children identified in a low population service area.
- ♦ ITEIP will explore how to incorporate into the IFSP reviews the LLAs’ internal IFSP monitoring results.
- ITEIP will explore how the data management system could collect data on whether services on IFSPs were received in a timely manner. The SICC and Data Management System User Group will be consulted on system changes before they are made. This strategy is conditional based on securing additional funds.
- Review National Center for Special Education Accountability Monitoring (NCSEAM) Family Satisfaction Survey questions. Consider including additional question(s), about services beginning within 30 days of the start date on the IFSP, on the next ITEIP statewide Parent/Family Survey.
- Continue technical assistance and training, for LLAs and Family Resources Coordinators (FRCs), in 2005 and ongoing on compliance with IDEA, Part C.
- Continue to monitor mediations, citizen’s complaints, and administrative hearings in 2005 and ongoing, for compliance with IDEA, Part C.

Part C State Performance Plan (SPP) for 2005-2010

Overview of the Annual Performance Report Development:

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| Monitoring Priority: Early Intervention Services In Natural Environments |
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Indicator 2: Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or *community-based settings*.

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|---------------------|
| Measurement: |
|---------------------|

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| Percent = [(# of infants and toddlers with IFSPs who primarily receive early intervention services in the home or <i>community-based settings</i>) divided by the (total # of infants and toddlers with IFSPs)] times 100. |
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Overview of Issue/Description of System or Process:

Washington State has approximately 32 developmental centers and neurodevelopmental centers that have provided centered-based services for many years. They were established programs before the Individuals with Disabilities Education Act (IDEA) early intervention services were required in federal statute. Many geographic areas with developmental or neurodevelopmental centers, as service providers, have low percentages of services in the home or programs designed for typically developing children.

Both largely populated areas and rural communities rely on hospitals and/or clinics (service provider location) to provide needed therapies, because funding sources, such as managed care or private insurance plans, may require the services to be provided in a hospital or clinic setting in order to pay for the service. ITEIP, LLAs, and service providers have worked for many years with private insurance and other funders to change their policy to allow services to be provided in home or community settings.

Prior to October 1, 2005, users of the ITEIP Data Management System entered required fields into the data management system. This included services and settings with the user selecting the primary setting at the time the Individualized Family Service Plan (IFSP) is completed. Beginning October 1, 2005, all users must use the statewide IFSP format by entering all fields in the data management system. ITEIP conducted training throughout the state, in September and October 2005, on the new requirements for using the data management system. During the trainings, ITEIP also provided policy, procedure, and definitions clarification for entering information into the data management system. Enhancements to the data management system include adding family/user friendly definitions to enhance federal language, for the family statement, and present levels of development, as well as definitions for the federally required reports, including primary service setting. It is hoped that these activities and system changes will increase the consistency in reporting data.

ITEIP shared federal and state expectations at each of the September and October 2005 Data Management System Trainings; and stressed the importance of following federal definitions for primary service settings. These trainings were attended by FRCs, LLA representatives,

and many local IFSP team members. Six (6) statewide trainings were offered and 205 people attended.

ITEIP presented the national and Washington State natural environments data to the SICC Data Committee. The committee was asked to review this and all data and assist with recommendations. ITEIP also presented this State Performance Plan (SPP) Indicator and the state and national data to the SICC, on October 26, 2005. ITEIP clarified federal and state expectations and asked the SICC members to assist in strategies and local activities to make the improvements necessary in this area. SPP discussions will be a standing council agenda item at each meeting. Staff will continue to work with the SICC committees and LLAs, for strategies of improvement.

In 2005, ITEIP approved an additional funding request conditional upon contract expectations related to seeing documented changes, for services in natural environments, from the LLA in King County. King County is the most populated county in the state and the area with the highest number of developmental and neurodevelopmental centers located in one geographic area.

By November 2006, the Governor's Initiative, Washington Learns, Early Learning Council, is required to make recommendations concerning the restructuring of Washington State's early learning system, including establishing an new early learning governance and funding structure, which may include ITEIP. The council's attention to the importance of early learning has resulted in increased support for early learning programs across the state and may produce more inclusive learning opportunities for infants and toddlers with disabilities.

ITEIP strongly encourages the Office of Special Education Programs (OSEP) to clearly define natural environments in the new regulations and include the definition of each of the settings used to collect data.

Baseline Data for FFY 2004 (2004-2005):

Primary Service Setting December 1, 2004

| Percentage of Children by Primary Setting | 2004 |
|--|---------------|
| Total Number of Children in December 1 Count | 3,859 |
| Program designed for children with dev. delay | 21.5% (833) |
| Program designed for typically developing children | 5.7% (219) |
| Home | 39.3% (1,519) |
| Hospital | .03% (14) |
| Residential | .01% (4) |
| Service Provider Location | 31.3% (1,207) |
| Other Setting | 1.6% (64) |

- In the 2004/05 audits, four (4) of six (6) LLAs had audit findings that the IFSP did not include a justification for services that were not provided in the natural environment. Corrective action plans have been submitted.
- Follow-up by ITEIP staff has occurred at each of these sites.
- ITEIP requested written policy clarification from the Office of Special Education Programs (OSEP), confirming Washington State policy and expectations.

Discussion of Baseline Data:

The most current national data for settings by all states is December 1, 2002. This data shows the percentage of children served in the combined categories of home and programs designed for typically developing children (natural environment). The national baseline average is 83%. Washington State data for December 1, 2004 combined categories of home and programs designed for typically developing children is 45%.

| FFY | Measurable and Rigorous Target |
|----------------------------|--|
| 2005 (2005-2006) | 50% of services are provided primarily in home and programs designed for typically developing children |
| 2006 (2006-2007) | 65% |
| 2007 (2007-2008) | 70% |
| 2008 (2008-2009) | 80% |
| 2009 (2009-2010) | 85% |
| 2010 (2010-2011) | 90% |

ITEIP will report, at least annually, to the State Interagency Coordinating Council (SICC), Local Lead Agencies (LLAs), public, early intervention stakeholders, state agencies, and the media on the SPP indicators and targets, during the month of April, beginning in 2007. The data will be aggregated statewide and by LLA. Data from LLAs who provided services to less than ten children and families will be clustered to meet research confidentiality recommended practice. The reports will include how LLAs are doing against the targets in the SPP.

SPP reports will be made available on the ITEIP website, at <http://www.dshs.wa.gov/iteip>. ITEIP will submit a DSHS press release requesting a public service announcement. An email will be sent to LLAs and stakeholders when the data is posted on the website.

Improvement Activities/Timelines/Resources:

- ITEIP will require that LLAs, at or below 55% of services primarily provided in home and programs designed for typically developing children, to submit, by April 15, 2006, at least three (3) strategies to increase their percentage by 5% in the next year. LLA percentages will be based on the December 1, 2005 count. Strategies must be implemented and improvements evident by the December 2, 2006 count.
- ITEIP will continue to provide technical assistance and training related to natural learning routines and environments and will continue to request OSEP provide states full support of the intent and requirements. All areas of doubt need clarification from OSEP and within federal regulations.
- Continue to assure corrections of audit findings related to no justification for services that are not provided in natural environments.
- ITEIP staff will review IFSPs for accuracy in identifying the primary service setting. (See Indicator 1 Improvement Activities.)
- ITEIP has requested that the Association of County Human Services assist with meeting the natural environments state and federal requirements. A meeting is being scheduled between the County Human Services Representatives and the ITEIP Director, to discuss and work out additional joint strategies. County Human Services Agencies are critical partners and one of the state/local funding streams for early intervention services. This joint partnership is an exciting approach to improving service delivery and increase natural environment options.
- Continue to participate in the Washington Learns and Early Learning Initiatives, to increase inclusive learning opportunities for infants and toddlers with disabilities.

Part C State Performance Plan (SPP) for 2005-2010
Revised for July 1, 2008 through June 30, 2010

Overview of the Annual Performance Report Development:

Monitoring Priority: Early Intervention Services in Natural Environments

Indicator 3: Percent of infants and toddlers with IFSPs who demonstrate improved

- A. Positive social-emotional skills (including social relationships)
- B. Acquisition and use of knowledge skills (including early language/communication)
- C. Use of appropriate behaviors to meet their needs.

(20 USC 1416(a) (3)(A) and 1442)

Measurement: (As defined by the Individuals with Disabilities Education Act [IDEA] and the Office of Special Education Programs)

A. Positive social-emotional skills (including social relationships):

- a. Percent of infants and toddlers who did not improve functioning = $[(\# \text{ of infants and toddlers who did not improve functioning}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.
- b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers = $[(\# \text{ of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.
- c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it = $[(\# \text{ of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.
- d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers = $[(\# \text{ of infants and toddlers who improved functioning to reach a level comparable to same-aged peers}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.
- e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers = $[(\# \text{ of infants and toddlers who maintained functioning at a level comparable to same-aged peers}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.

If a + b + c + d + e does not sum to 100%, explain the difference.

B. Acquisition and use of knowledge and skills (including early language/communication and early literacy):

- a. Percent of infants and toddlers who did not improve functioning = $[(\# \text{ of infants and toddlers who did not improve functioning}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.
- b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers = $[(\# \text{ of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.
- c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it = $[(\# \text{ of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it}) \div (\# \text{ of infants and toddlers with IFSPs assessed})] \times 100$.

level nearer to same-aged peers but did not reach it) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

- d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers = [(# of infants and toddlers who improved functioning to reach a level comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.
- e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers = [(# of infants and toddlers who maintained functioning at a level comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

If a + b + c + d + e does not sum to 100%, explain the difference.

C. Use of appropriate behaviors to meet their needs:

- a. Percent of infants and toddlers who did not improve functioning = [(# of infants and toddlers who did not improve functioning) divided by (# of infants and toddlers with IFSPs assessed)] times 100.
- b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers = [(# of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers) divided by the (# of infants and toddlers with IFSPs assessed)] times 100.
- c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it = [(# of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it) divided by the (# of infants and toddlers with IFSPs assessed)] times 100.
- d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers = [(# of infants and toddlers who improved functioning to reach a level comparable to same-aged peers) divided by the (# of infants and toddlers with IFSPs assessed)] times 100.
- e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers = [(# of infants and toddlers who maintained functioning at a level comparable to same-aged peers) divided by the (# of infants and toddlers with IFSPs assessed)] times 100.

If a + b + c + d + e does not sum to 100%, explain the difference.

Applied:

A. Positive social-emotional skills (including social relationships):

- a. 20 infants and toddlers who did not improve functioning
1,146 infants and toddlers with IFSPs assessed
Percent = $(20/1146) * 100 = 1.75\%$
- b. 223 infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers
1,146 infants and toddlers with IFSPs assessed
Percent = $(223/1146) * 100 = 19.46\%$
- c. 201 infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it
1,146 infants and toddlers with IFSPs assessed
Percent = $(201/1146) * 100 = 17.54\%$
- d. 361 infants and toddlers who improved functioning to reach a level comparable to same-aged peers
1,146 infants and toddlers with IFSPs assessed

Percent = $(361/1146) * 100 = 31.50\%$

- e. 341 infants and toddlers who maintained functioning at a level comparable to same-aged peers
1,146 infants and toddlers with IFSPs assessed
Percent = $(341/1146) * 100 = 29.76$

Totals: $1.75 + 19.46 + 17.54 + 31.50 + 29.76 = 100\%$

B. Acquisition and use of knowledge and skills

- a. 26 infants and toddlers who did not improve functioning
1,146 infants and toddlers with IFSPs assessed.
Percent = $(26/1146) * 100 = 2.27\%$
- b. 242 infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers
1,146 infants and toddlers with IFSPs assessed
Percent = $(242/1146) * 100 = 21.12\%$
- c. 182 infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it
1,146 infants and toddlers with IFSPs assessed
Percent = $(182/1146) * 100 = 15.88\%$
- d. 294 infants and toddlers who improved functioning to reach a level comparable to same-aged peers
1,146 infants and toddlers with IFSPs assessed
Percent = $(294/1146) * 100 = 25.65\%$
- e. 402 infants and toddlers who maintained functioning at a level comparable to same-aged peers
1,146 infants and toddlers with IFSPs assessed
Percent = $(402/1146) * 100 = 35.08\%$

Totals: $2.27 + 21.12 + 15.88 + 25.65 + 35.08 = 100\%$

C. Use of appropriate behaviors to meet their needs:

- a. 21 infants and toddlers who did not improve functioning
1,146 infants and toddlers with IFSPs assessed
Percent = $(21/1146) * 100 = 1.83\%$
- b. 200 infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers
1,146 infants and toddlers with IFSPs assessed
Percent = $(200/1146) * 100 = 17.45\%$
- c. 150 infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it
1,146 infants and toddlers with IFSPs assessed
Percent = $(150/1146) * 100 = 13.09\%$
- d. 395 infants and toddlers who improved functioning to reach a level comparable to same-aged peers
1,146 infants and toddlers with IFSPs assessed
Percent = $(395/1146) * 100 = 34.47\%$
- e. 380 infants and toddlers who maintained functioning at a level comparable to same-aged peers
1,146 infants and toddlers with IFSPs assessed
Percent = $(380/1146) * 100 = 33.16\%$

Totals: $1.83 + 17.45 + 13.09 + 34.47 + 33.16 = 100\%$

Measurement for Summary Statement 1:

Percent =

of infants and toddlers reported in progress category (c) plus
of infants and toddlers reported in category (d) divided by
[# of infants and toddlers reported in progress category (a) plus # of infants and toddlers
reported in progress category (b) plus # of infants and toddlers reported in progress category
(c) plus # of infants and toddlers reported in progress category (d)] times 100.

Applied to Outcome A:

201 infants and toddlers reported in progress category (c) plus
361 infants and toddlers reported in category (d) divided by
20 infants and toddlers reported in progress category (a) plus
223 infants and toddlers reported in progress category (b) plus
201 infants and toddlers reported in progress category (c) plus
361 infants and toddlers reported in progress category (d) times 100.

Percent = $[(201+361) / (20+223+201+361)] * 100 = 69.8\%$

Applied to Outcome B:

182 infants and toddlers reported in progress category (c) plus
294 infants and toddlers reported in category (d) divided by
26 infants and toddlers reported in progress category (a) plus
242 infants and toddlers reported in progress category (b) plus
182 infants and toddlers reported in progress category (c) plus
294 infants and toddlers reported in progress category (d) times 100.

Percent = $[(182+294)/(26+242+182+294)] * 100 = 64.0\%$

Applied to Outcome C:

150 infants and toddlers reported in progress category (c) plus
395 infants and toddlers reported in category (d) divided by
21 infants and toddlers reported in progress category (a) plus
200 infants and toddlers reported in progress category (b) plus
150 infants and toddlers reported in progress category (c) plus
395 infants and toddlers reported in progress category (d) times 100.

Percent = $[(150+395)/(21+200+150+395)]*100 = 71.1\%$

Measurement for Summary Statement 2:

Percent =

of infants and toddlers reported in progress category (d) plus
of infants and toddlers reported in progress category (e) divided by the total
[# of infants and toddlers reported in progress categories (a) + (b) + (c) + (d) + (e)] times 100

Applied to Outcome A:

361 infants and toddlers reported in progress category (d) plus
341 infants and toddlers reported in progress category (e) divided by the total
1,146 infants and toddlers reported in progress categories

Percent = $[(361+341)/(20+223+201+361+341)] * 100 = 61.3\%$

Applied to Outcome B:

294 infants and toddlers reported in progress category (d) plus
402 of infants and toddlers reported in progress category (e) divided by the total
1,146 of infants and toddlers reported in progress categories

Percent = $[(294+402)/(26+242+182+294+402)] * 100 = 60.7\%$

Applied to Outcome C:

395 infants and toddlers reported in progress category (d) plus
380 infants and toddlers reported in progress category (e) divided by the
1,146 infants and toddlers reported in progress categories

Percent = $[(395+380)/(21+200+150+395+380)] * 100 = 67.6\%$

Overview of Issue/Description of System or Process:

The following description of our process has not changed since it was reported in February 2009:

In March of 2006, Washington Infant Toddler Early Intervention Program, in partnership with Westat, received a federal Office of Special Education Programs (OSEP), General Supervision Enhancement Grant (GSEG). The grant helped to fund the Washington Child and Family Outcomes Measurement Project. The grant assisted ITEIP in determining how best to meet the requirement to collect and measure child outcome data. It also assisted ITEIP in making needed enhancements to its DMS, for collecting child outcome data.

Because the GSEG grant award and OSEP SPP/APR timelines did not coincide, the five-phase project implementation plan and timeline did not result in producing required entry data for the February 2007 APR. During 2007, the GSEG/Westat grant provided the resources needed by ITEIP to begin to meet this new data collection and reporting requirement in a coordinated and systematic way. The GSEG also funded technical assistance from SRI International/Early Childhood Outcomes (ECO) Center, National Early Childhood Technical Assistance Center (NECTAC), and Westat.

The following is a brief summary of GSEG Child and Family Outcomes Project activities and timelines that occurred from January through June of 2007:

- January 2007, the decision to pilot the ECO Center Child Outcomes Summary Form (COSF) was made and five (5) pilot sites were selected to participate in the project.

- February 5-6, 2007, pilot site team training was conducted on the COSF, with Westat, ECO Center, and National Early Childhood Technical Assistance Center (NECTAC) staff assistance.
- February through April 2007, pilot sites implemented the COSF process and participated in weekly technical assistance conference calls, for each individual pilot site, and as combined sites monthly, with the Project Coordinator and ITEIP staff.
- May 2007, statewide COSF training occurred at three locations – Seattle, Ellensburg, and Spokane. Approximately 400 individuals participated, as members of local Individualized Family Service Plan (IFSP) teams. ITEIP was again assisted by SRI International/ECO Center, NECTAC, and Westat; and,
- July 1, 2007, statewide implementation of the COSF process occurred for all Local Lead Agencies (LLAs) and all IFSP teams.

From February to April 2007, the piloting phase of collecting child outcome information occurred. Pilot teams practiced the COSF process and completed seventy-eight (78) entry or exit COSFs. The five county LLA sites participating in the COSF pilots included Chelan/Douglas, Kitsap, Pierce, Skagit, and Yakima. Of the seventy-eight (78) children with COSFs completed by pilot teams, thirty-five (35) were entry summaries.

Of the thirty-five (35) children with entry COSFs, four (4) children received an exit COSF prior to transitioning from ITEIP, since they had been in services for at least six months. Even though the progress data N size reported in this submission is very small, it does verify ITEIP now has a system in place that is capable of collecting and reporting child progress data. Additionally, between July 1, 2007 and January 20, 2008, *1771 entry COSFs have been completed*, for each child determined eligible for early intervention services.

Policies and Procedures to Guide Outcome Assessment and Measurement Practices
Summary:

- All eligible infants and toddlers will have child outcome data collected at entry, using the COSF process. Entry child outcome data will be completed prior to completion of the initial IFSP meeting.
- All infants and toddlers who have had an entry COSF, and who have received at least six months of consecutive service, will have an exit COSF completed prior to leaving early intervention. The exit COSF process must be completed no more than 60 days prior to the child's exit from the early intervention program. An exception to this requirement will be made when a child enters early intervention at two years, six months of age, or later. Under this circumstance, the child will not be required to have an entry COSF because he or she will not be in service for the required six-month period.
- IFSP teams may elect to collect child outcome data more often to evaluate child progress on a more frequent basis. When this occurs, the COSF must clearly reflect this purpose, so that the data is not included as entry or exit summaries in the APR data.
- Exit data will be collected when the infant or toddler exits the early intervention program for one of the following reasons: (a) The child is no longer eligible for early intervention because the child no longer meets eligibility criteria; (b) It is anticipated that the child

will move out of state; or (c) The child will transition from early intervention at age three to community or Part B preschool services.

Measurement Strategies to Collect Data:

What population of children will be included in measuring child outcomes using the COSF?

All infants and toddlers entering the early intervention system on or after July 1, 2007 will have COSF entry data collected if they will be in program six months or longer.

What assessment/measurement tool(s) and/or other data sources will be used.

The child's IFSP team, including the child's parents/family, will use a variety of data sources to make a determination of the child's level of performance. The child's performance will be rated using the COSF developed by the ECO Center. When making a determination of the child's performance, all teams will gather information through a variety of data sources, including norm-referenced and curriculum-based measures, parent report, professional observations, and notes.

When norm-reference or curriculum based instruments are administered by appropriately trained team members, some of the instruments or measures that will be more frequently used include:

- Ages and Stages (ASQ)
- Assessment, Evaluation, and Programming System for Infants and Children (AEPS)
Second Edition – Birth to Three
- Battelle Developmental Inventory – Second Edition (BDI-2)
- Carolina Curriculum for Infants and Toddlers with Special Needs (CCITSN)
- Developmental Assessment of Young Children (DAYC)
- Hawaii Early Learning Profile

IFSP teams are not required to administer any one assessment tool or instrument for program planning and/or outcome measurement purposes. IFSP teams will make assessment tool selection decisions based upon the needs of the child and family. IFSP teams will be encouraged to use the assessment tools that have been cross-walked by the ECO Center with the three child outcomes. Assessment data is obtained by a team of professionals, including the family of each child entering and exiting early intervention. The COSF is being completed by the IFSP team at entry and no later than the initial IFSP meeting and at exit within sixty days (60) of the child's exit from early intervention.

What data will be reported to the state and how will the data be transmitted?

On an ongoing basis, LLAs will enter the COSF data into the ITEIP DMS. Until the data system update is completed, a survey monkey has been designed and LLAs are using it to transmit entries and exit summaries to ITEIP.

What data analysis methods will be used to determine the progress categories?

The ITEIP DMS will be programmed to calculate child progress, using the ECO Center algorithms. ITEIP state policy staff will analyze data and ensure LLAs and providers also review and analyze the child outcome summary data. Completion of this programming update to the system is projected to be June 2008. From completion forward, child outcome

summaries will be entered into the DMS. Until completion, data will continue to be entered into the confidential online survey format and submitted to ITEIP.

What criteria will be used to determine whether a child's functioning is "comparable to same age peers"?

ITEIP has adopted the ECO Center's "comparable to same-aged peers" or "overall age appropriate" definition (equivalent to a rating of 6-7 on the ECO COSF 7-point rating scale), as described in the COSF Narrative Summary.

Training and Technical Assistance Plan for Administrators and Service Providers:

The ITEIP website will continue to contain past and most current training materials and forms, for easy access and download capability. ITEIP will continue to provide ongoing COSF training for early intervention personnel, as needed. ITEIP will provide information updates to LLA administrators on current COSF implementation issues. Early intervention personnel will be provided opportunities to attend training on the use of curriculum-based measures, through Regional Educational Service Districts. Early intervention personnel will be provided opportunities to attend training on early childhood assessment practices, at the annual Infant and Early Childhood Conference.

ITEIP Quality Assurance and Monitoring Procedures:

ITEIP's DMS will be programmed to gather and aggregate child outcome data. This will minimize errors and prevent omissions in data entry. ITEIP will support LLA administrators in performing a periodic review of randomly selected COSFs, to assess quality and completeness of form and process. ITEIP will sort and analyze COSF data in multiple ways (i.e. by LLAs; and Division of Developmental Disabilities [DDD] Regions) to identify possible errors and/or provide focused technical assistance, as needs are identified.

Baseline Data:

The Early Childhood Outcomes (ECO) Center, Child Outcomes Summary Form (COSF), on the ITEIP DMS, continued to be used for collecting and reporting the outcome data presented in this APR. This data was used to calculate the two summary statements for each of the three child outcome indicators.

The number of children reported for Indicator 3 increased from four (4) children in FFY 2006 to 279 children in FFY 2007 and 1,146 children in FFY 2008. During FFY 2008, enhancements made to the ITEIP DMS provided detailed child level data, for all eligible children in the system, verified the data was entered correctly at the user level, and provided detailed reporting that was used to correct data and to focus training and technical assistance.

Of the 4,655 children who exited between July 1, 2008 and June 30, 2009, 1,146 children had entry and exit COSFs and were in program for at least six months. There will not be a full three-year cohort until July 1, 2010, which is seven months into FFY 2009. The data for these 1,146 children are presented in the following tables:

Progress Data for Infants and Toddlers Exiting 2008-2009:

| A. Positive social-emotional skills (including social relationships) | Number of Children | % of Children |
|---|---------------------------|----------------------|
| a) Percent of infants and toddlers who did not improve functioning: | 20 | 1.75% |
| b) Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers: | 223 | 19.46% |
| c) Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers, but did not reach (it): | 201 | 17.54% |
| d) Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers: | 361 | 31.50% |
| e) Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers: | 341 | 29.76% |
| Total | N = 1,146 | 100% |

| B. Acquisition and use of knowledge and skills (including early language/communication and early literacy): | Number of Children | % of Children |
|---|---------------------------|----------------------|
| a) Percent of infants and toddlers who did not improve functioning: | 26 | 2.27% |
| b) Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers: | 242 | 21.12% |
| c) Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers, but did not reach (it): | 182 | 15.88% |
| d) Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers: | 294 | 25.65% |
| e) Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers: | 402 | 35.08% |
| Total | N = 1,146 | 100% |

| C. Use of appropriate behaviors to meet their needs: | | Number of Children | % of Children |
|---|--|---------------------------|----------------------|
| a) | Percent of infants and toddlers who did not improve functioning: | 21 | 1.83% |
| b) | Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers: | 200 | 17.45% |
| c) | Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers, but did not reach (it): | 150 | 13.09% |
| d) | Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers: | 395 | 34.47% |
| e) | Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers: | 380 | 33.16% |
| Total | | N = 1,146 | 100% |

Baseline Data for Infants and Toddlers Exiting 2008-2009:
Summary Statements

Outcome A – Positive social-emotional skills

1. **69.8%** of the children who *entered and exited the program below age expectations substantially increased their rate of growth* by the time they turned 3 years of age or exited the program.
2. **61.3%** of the children who were functioning within age expectations by the time they turned 3 years of age or exited the program.

Outcome B – Acquiring/using knowledge and skills

1. **64.0%** of the children who *entered and exited the program below age expectations substantially increased their rate of growth* by the time they turned 3 years of age or exited the program.
2. **60.7%** of the children who were functioning within age expectations by the time they turned 3 years of age or exited the program.

Outcome C – Use of appropriate behaviors to get needs met

1. **71.1%** of the children who *entered and exited the program below age expectations substantially increased their rate of growth* by the time they turned 3 years of age or exited the program.
2. **67.6%** of the children who were functioning within age expectations by the time they turned 3 years of age or exited the program.

Discussion of Baseline Data:

The relatively high number of children who were functioning within age expectations by the time they turned 3 years of age or exited the program needs to be explored. While annual

transition data continued to reflect an increasing number of children did not qualify for special education at age three, this data could suggest the children who did not qualify for special education at transition are functioning within age expectation at the age of three. Even though the data is not comparable, it is worth considering and exploring the reasons for the significant difference between the per cent of children not qualifying for special education at age 3 years and the per cent of children who are functioning within age expectations by the time they turn 3 years of age or exit program.

During 2008-2009, of all children exiting program at age 3 years, 28% did not qualify for special education. For that same time period, of all children exiting program with both entry and exit COSFs, an average of 63% of children were functioning within age expectations in the three child outcomes which is more than twice the per cent of children that did not qualify for special education during that same time period. Local procedures should be reviewed and technical assistance provided to confirm the COSF process is being implemented correctly.

Measureable and Rigorous Targets:

**Targets for Infants and Toddlers Exiting in FFY 2009 (2009-2010) and
FFY 2010 (2010-2011) and Reported in February 2011 and February 2012**

| FFY | Measurable and Rigorous Targets |
|----------------------------|---|
| 2009 (2009-2010) | <p>Outcome A Summary Statements– Positive social-emotional skills</p> <ol style="list-style-type: none"> 1. 69.9% of the children who <i>entered and exited the program below age expectation substantially increased their rate of growth</i> by the time they turned 3 years of age or exited the program. 2. 61.4% of the children who were functioning within age expectations in by the time they turned 3 years of age or exited the program. <p>Outcome B Summary Statements – Acquiring/using knowledge and skills</p> <ol style="list-style-type: none"> 1. 64.1% of the children who <i>entered and exited the program below age expectation substantially increased their rate of growth</i> by the time they turned 3 years of age or exited the program. 2. 60.8% of the children who were functioning within age expectations by the time they turned 3 years of age or exited the program. <p>Outcome C Summary Statements– Use of appropriate behaviors to get needs met</p> <ol style="list-style-type: none"> 1. 71.2% of the children who <i>entered and exited the program below age expectations substantially increased their rate of growth</i> by the time they turned 3 years of age or exited the program. 2. 67.7% of the children who were functioning within age expectations by the time they turned 3 years of age or exited the program. |

| FFY | Measureable and Rigorous Targets |
|------------------------------------|--|
| <p>2010 (2010-2011)</p> | <p>Outcome A Summary Statements – Positive social-emotional skills</p> <ol style="list-style-type: none"> 1. 70% of the children who <i>entered and exited the program below age expectations substantially increased their rate of growth</i> by the time they turned 3 years of age or exited the program. 2. 61.5% of the children who were functioning within age expectations by the time they turned 3 years of age or exited the program. <p>Outcome B Summary Statements – Acquiring/using knowledge and skills</p> <ol style="list-style-type: none"> 1. 64.2% of the children who <i>entered and exited the program below age expectations substantially increased their rate of growth</i> by the time they turned 3 years of age or exited the program. 2. 60.9% of the children who were functioning within age expectations by the time they turned 3 years of age or exited the program. <p>Outcome C Summary Statements – Use of appropriate behaviors to get needs met</p> <ol style="list-style-type: none"> 1. 71.3% of the children who <i>entered and exited the program below age expectations substantially increased their rate of growth</i> by the time they turned 3 years of age or exited the program. 2. 67.8% of the children who were functioning within age expectations by the time they turned 3 years of age or exited the program. |

The SICC and Data Committee reviewed COSF Summary Statement data and discussed the proposed targets presented in this report. Because there still may be data quality issues, the decision to maintain only a 1% increase each year over the next several years seemed reasonable. To address data quality issues, NECTAC and ECO staff will be providing focused training for providers this spring at our annual infant and early childhood conference.

Summary statement baseline data is based on FFY 2008 progress data. Information about the COSF continued to be available at <http://www.dshs.wa.gov/iteip/ChildFamilyOutcomes.html>. Information on how to enter COSF data into the ITEIP DMS continued to be available at <http://www.dshs.wa.gov/iteip/Train.html>. ITEIP program consultants continued to provide onsite targeted technical assistance to LLA staff and providers, as needed.

Improvement Activities/Timelines/Resource:

Improvement Activities Completed in FFY 2008:

| |
|---|
| The ITEIP DMS was updated to provide more detailed COSF reporting for LLAs and agency/providers. Work was performed on the DMS, to further minimize errors and omissions. |
| The DMS changes provided ITEIP better data, for analysis, to work with LLAs to correct data inconsistencies. |
| Provided COSF updates at LLA meetings. |

ITEIP reviewed and revised its improvement activities. As part of the evaluation, ITEIP removed improvement activities that it determined were not impacting performance on this indicator, revised improvement activities to better connect them to the indicator, and added additional improvement activities, as determined necessary.

New and Continuing Improvement Activities:

| New Improvement Activities | Timelines | Resources |
|--|------------------|---|
| Sponsor COSF workshop at annual Infant and Early Childhood Conference. | 2009 -2010 | ECO Center and NECTAC staff, ARRA funding |

| Continuing Improvement Activities | Timelines | Resources |
|--|------------------|--|
| Provide training for LLA administrators in performing periodic random sample reviews of COSFs, for assessing quality and completeness. | 2008 - 2010 | ITEIP Staff |
| Utilize data reports that include data, aggregated by LLA, to identify possible data inconsistencies and/or correct data entry problems. | 2008 - 2010 | SICC and Data Committee & ITEIP Staff |
| Review data to determine if LLAs are making sufficient progress toward obtaining COSF entry and exit data for all children enrolled in early intervention for at least six months. | 2009 - 2010 | ITEIP Staff, LLAs, and Service Providers. SICC and Data Committee |

Part C State Performance Plan (SPP) for 2005-2010**Revised for July 1, 2007 through June 30, 2010****Overview of the State Performance Plan Development:****Monitoring Priority: Early Intervention Services In Natural Environments**

Indicator 4: Percent of families participating in Part C who report that early intervention services have helped the family:

- A. Know their rights;
- B. Effectively communicate their children's needs; and
- C. Help their children develop and learn.

(20 U.S.C. 1416(a)(3)(A) and 1442)

Measurement:

- A. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family know their rights) divided by the (# of respondent families participating in Part C)] times 100.
- B. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family effectively communicate their children's needs) divided by the (# of respondent families participating in Part C)] times 100.
- C. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family help their children develop and learn) divided by the (# of respondent families participating in Part C)] times 100.

Overview of Issue/Description of System or Process:

- ITEIP conducted a statewide Parent/Family (Satisfaction) Survey, between April and July 2005.
- Local Lead Agencies (LLAs) complete self-assessments.
- LLAs are also required to conduct a Parent/Family Surveys in even numbered years.
- Formal audit reviews are conducted to ensure LLAs complete self-assessment, including Parent/Family Surveys, as well as provider surveys.

ITEIP continues to fund a full time parent participation coordinator, through a contract with the Washington Parent Training and Information Center (Washington Parents Are Vital in Education [PAVE]). The Parent Participation Coordinator assists parents and families, statewide, to be active voices and leaders in their local early intervention system, and to be involved in ITEIP, the SICC, and County Interagency Coordinating Council (CICC) implementation and improvement activities.

In July 2005 the ITEIP Parent/Family Survey was distributed statewide to families participating in early intervention services. The survey was available in a web-based format as well. The survey contained questions closely aligned with the criteria identified in indicator #4 and included the following:

Families know their rights (criteria from ITEIP Parent/Family Survey).

1. Someone explained my rights to early intervention services.
2. I knew I could request other family members, an advocate or person outside my family to attend my family's Individualized Family Service Plan (IFSP) meeting(s).
3. My Family Resources Coordinator (FRC) and Early Intervention Team provided me with enough information to make informed decisions.

Families can effectively communicate their children's needs (criteria from ITEIP Parent/Family Survey).

1. My FRC asked what my family's concerns, priorities, and resources were.
2. The evaluation process helped me learn more about my child.
3. My family's resources, priorities, and concerns were addressed in the IFSP meeting.
4. The IFSP outcomes, services, and activities addressed my families concerns and needs.

Families can help their child develop and learn (criteria from ITEIP Parent/Family Survey).

1. The early intervention services received have helped our family meet our child's developmental needs.
2. My child made progress toward his/her outcomes on the IFSP.

In March of 2006, Washington State and Westat were notified that they would receive a General Supervision Enhancement Grant (GSEG) for the purpose of developing and implementing a child and family data collection, measurement, and reporting system. The ITEIP Child and Family Outcome Measurements Project Stakeholders Work Group was formed to advise and assist the project. As part of their work, the Stakeholder Work Group was asked to review several family survey instruments that could be used to strengthen the capacity of Washington State to collect and report parent/family outcome data.

In November 2006, the Stakeholder Work Group reviewed three (3) parent/family survey instruments that included:

- ♦ ITEIP Parent/Family Satisfaction Survey with modifications
- ♦ NCSEAM Family Survey
- ♦ ECO Family Survey

Based upon the Work Group's review of the instruments above, the following issues or considerations were identified:

1. The ITEIP Parent/Family Satisfaction Survey has been implemented over several years. The Survey is designed to measure parent and family satisfaction about:
 - ♦ Family Resources Coordination (service coordination)
 - ♦ Referral, Family Resources Coordinator
 - ♦ Evaluation
 - ♦ Individualized Family Service Plan

♦ Transition

The ITEIP Parent/Family Survey could be revised to collect data on the three federally required outcomes.

2. NCSEAM Family Survey has two scales; Family–Centered Services and Impact of Early Intervention Services on the Family. One or both scales could be used.
3. Early Childhood Outcomes Center (ECO) Family Survey contains items that measure satisfaction and the impact of early intervention services..

On January 17, 2007, a conference call was held with members of the Stakeholder Work Group to finalize their review and discussion of the requirement to collect and measure parent/family outcomes. The Stakeholders also discussed the above instruments. The participants on the conference call agreed unanimously that Washington should use the Early Childhood Outcomes Center Family Survey to collect, measure and report family outcome data.

Baseline Data for FFY 2004 (2004-2005):

5,471 surveys sent to families and 1,016 were returned (18.57% return rate). Eighteen of thirty-five LLAs had a return rate of 18% or more. Five very low population areas of the state had no surveys returned, with three of the five serving less than 10 children.

Self-identified race and ethnicity was similar to the children receiving services on December 1, 2004, with the exception of Hispanic. Of the 415 Spanish surveys mailed only 50 (12%) were returned. The remaining 38 families who self-identified as Hispanic returned English surveys. This return was still a high return rate and provides substantial survey results and comments.

December 1, 2004 (3,859)

White – 64% (2,465)
 African American – 3.6% (138)
 Native American – 2.2% (83)
 Asian/Pacific Islander – 4% (153)
 Hispanic – 16.6% (639)
 Multi-racial – 9.9% (381)

Self identified on the survey (1,016)

White – 67.6% (687)
 African American – 1.9% (20)
 Native American – 1.6% (16)
 Asian/Pacific Islander – 5% (51)
 Hispanic – 8.6% (88)
 Multi-racial – 12.4% (126)

Analysis of survey results indicates the following:**A. Families know their rights**

- ♦ 95.11% of families strongly agreed or agreed that someone explained their rights to early intervention services.
- ♦ 84.70% strongly agreed or agreed that they knew they could request other family members, an advocate, or person outside their family to attend their family's IFSP meeting(s).
- ♦ 93.05 % strongly agreed or agreed that their FRC and Early Intervention Team provided them with enough information to make informed decisions.

B. Families can effectively communicate their children's needs.

- ♦ 92.50% of families reported they strongly agreed or agreed that their FRC asked what their family's concerns, priorities, and resources were.
- ♦ 93.26% reported that the evaluation process helped them learn more about their child.
- ♦ 93.02% reported their family's resources, priorities, and concerns were addressed in the IFSP meeting.
- ♦ 93.68% of families strongly agreed or agreed that the IFSP outcomes, services, and activities addressed their families' concerns and needs.

C. Families can help their child develop and learn.

- ♦ 92.49% of families strongly agreed or agreed that the early intervention services they received have helped their family meet their child's developmental needs.
- ♦ 92.55% reported the their child made progress toward his/her outcomes on the IFSP.

Discussion of Baseline Data:

Based upon Parent/Family Survey data, 92% of Washington families reported that they agreed or strongly agree that they know their rights to early intervention services and that they can effectively communicate their child's needs. Over 92% of families participating in the survey reported that they are able to help their child grow and learn and 84% reported that they knew they could invite someone else to an IFSP meeting.

| FFY | Measurable and Rigorous Target |
|-----------------------------|--|
| 2005 (2005-2006) | At least 93% of families know their rights. At least 93% of families effectively communicate their children's needs. At least 93% of families help their children develop and learn. |
| 2006 (2006-2007) | At least 93% of families know their rights. At least 93% of families effectively communicate their children's needs. At least 93% of families help their children develop and learn. |
| 2007 (2007-2008) | A. At least 75% of families know their rights. B. At least 80% of families effectively communicate their children's needs. C. At least 85% of families help their children develop and learn. |
| 2008 (2008-2009) | A. At least 77% of families know their rights. B. At least 82% of families effectively communicate their children's needs. C. At least 87% of families help their children develop and learn. |

| | |
|----------------------------|---|
| 2009 (2009-2010) | <p>A. At least 79% of families know their rights.</p> <p>B. At least 84% of families effectively communicate their children's needs.</p> <p>C. At least 89% of families help their children develop and learn.</p> |
| 2010 (2010-2011) | <p>A. At least 81% of families know their rights.</p> <p>B. At least 86% of families effectively communicate their children's needs.</p> <p>C. At least 91% of families help their children develop and learn.</p> |

ITEIP will report, at least annually, to the State Interagency Coordinating Council (SICC), Local Lead Agencies (LLAs), public, early intervention stakeholders, state agencies, and the media on the State Performance Plan (SPP) indicators and targets, during the month of April, beginning in 2007. The data will be aggregated statewide and by LLA. Data from LLAs providing services to less than ten children and families will be clustered to maintain confidentiality of personally identifiable information.

SPP reports will be made available on the ITEIP website, at <http://www.dshs.wa.gov/iteip>. ITEIP will submit a DSHS press release requesting a public service announcement. An email will be sent to LLAs and stakeholders when the data is posted on the website.

| Improvement Activities | Timelines | Resources |
|--|------------------|---|
| Review and consider survey instruments that could be used to continue to gather and report parent/family outcome data. | 2006-2007 | ITEIP Child and Family Outcomes Measurement Project Stakeholder Work Group, WESTAT, SRI and NECTAC |
| Based on a review of survey instruments, select new instrument or modify ITEIP parent/family currently being used to gather and report parent/family outcome data. | 2006-2007 | ITEIP Child and Family Outcomes Measurement Project Stakeholder Work Group WESTAT, SRI and NECTAC |
| Identify and recommend changes to selected instrument as needed considering format and the need for family friendly language. | 2006-2007 | SICC and SICC Family Leadership Team |
| Implement recommended changes to format and family friendly language forwarding the input to survey developers as appropriate. | 2006-2007 | ITEIP |

| | | |
|--|-----------|-------|
| Provide ongoing support and guidance to local lead agencies and early intervention providers on using the parent/family outcome survey. | 2006-2007 | ITEIP |
| Identify survey distribution and collection process that will ensure survey data will be representative of the families served by each local lead agency in the State. | 2006-2007 | ITEIP |

Part C State Performance Plan (SPP) for 2005-2010

Overview of the State Performance Plan Development:

| |
|---|
| Monitoring Priority: Effective General Supervision Part C / Child Find |
|---|

Indicator 5: Percent of infants and toddlers birth to 1 with IFSPs compared to *national data*.

(20 USC 1416(a)(3)(B) and 1442)

| |
|---------------------|
| Measurement: |
|---------------------|

| |
|--|
| Percent = [(# of infants and toddler birth to 1 with IFSPs) divided by the (population of infants and toddlers birth to 1)] times 100 compared to national data. |
|--|

Overview of Issue/Description of System or Process:

The ITEIP Data Management System provides all federally required reports based on the December 1 count. This includes the number of children birth to one with completed Individualized Family Service Plans (IFSPs). The data management system is also able to provide the number of children birth to one on any day-in-time. By December 2005, the data management system will generate additional reports including the number of children birth to one for a date range. (For example: the number of children, birth to one with IFSPs for October 1, 2004 through September 30, 2005.)

ITEIP continues to do targeted public awareness and Child Find statewide to reach families and providers of children, birth to 12 months. ITEIP completed the following activities to increase referrals:

Currently in Washington State, only one hospital does not perform newborn hearing screenings. ITEIP developed a parent information brochure titled “Infants and Toddlers who are Deaf or Hard of Hearing”. The brochure provides the statewide Central Directory 1-800 number (Healthy Mothers Healthy Babies) to call to connect with local Family Resources Coordinators (FRCs). ITEIP has just completed:

- A statewide distribution (8,400 brochures) to pediatricians, hospitals, audiologists, and local lead agencies.
- Distribution of 5,453 public awareness letters to all appropriate Medicaid providers, including physicians, Accredited Registered Nurse Practitioners (ARNPs), therapists, and managed care plans.
- Public awareness materials were sent to First Steps case managers statewide. (The First Steps program is for Medicaid eligible pregnant moms.)
- All licensed child care providers received “Please Ask Babies Can’t Wait” brochures.
- ITEIP funds CHILD Profile developmental screening information in English and Spanish for parents of all newborns in the state (approximately 80,482 births in 2003). Developmental screening and referral information is sent for each child, to their parents,

at intervals of three to six (3 to 6) months, six to twelve (6 to 12) months, and twelve to eighteen (12 to 18) months.

- ITEIP information has been added to the DSHS Children's Administration (foster care agency) website.

The ITEIP Data Management System collects the number of referrals by referral source. Physicians continue to make the most referrals. From October 1, 2004 through September 30, 2005, physicians made 27.5% (1,372 of 4,996) of referrals. For the same period, parents made 18% of the referrals (896 of 4,996).

Although physicians make the most referrals to early intervention services, families continue to report that physicians do not refer early on when parents report they have concerns.

All Local Lead Agencies (LLAs) are required to submit biannual reports on implementing their local early intervention services plan and interagency agreements. The reports must include a description of how Child Find activities are coordinated within the designated geographic service area, including outreach and referrals to FRCs. LLAs must also describe how they document the distribution of public awareness materials and activities.

Child Find activities and distribution of public awareness materials are also part of the audit protocols. In 2004/05, there was one finding related to documenting the distribution of public awareness materials. A corrective action plan has been submitted to ITEIP.

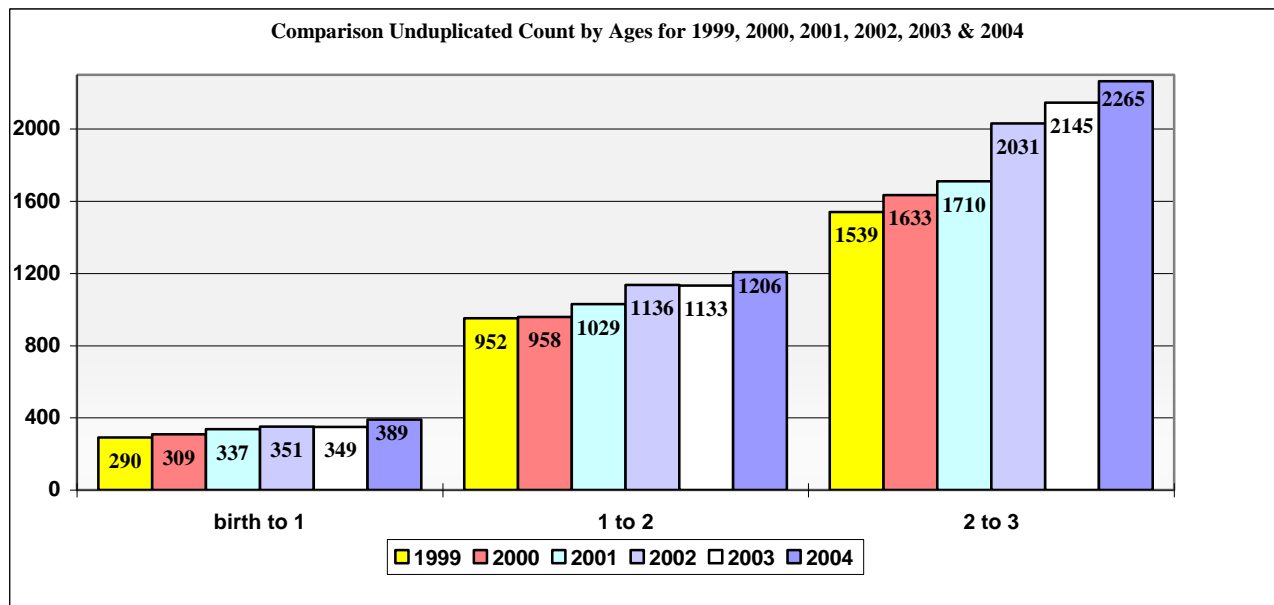
Baseline Data for FFY 2004 (2004-2005):

Percentage of Referrals by Referral Source, October 1, 2004 through September 30, 2005:

| Referral Source | Percentage |
|---------------------------|-------------------|
| Physicians | 27% (1,372) |
| Parents | 18% (896) |
| Public Health | 5% (251) |
| Therapists | 6% (295) |
| Hospitals | 6.4% (318) |
| Child Care Provider | 1.7% (89) |
| Child Protective Services | 3.2% (161) |
| Other * | 14% (699) |

*Other: For Example: Family member, foster parent, grandparent, friend.

On December 1, 2004, 3,859 children and families received early intervention services on a single day-in-time. Of the eligible infants and toddlers served on that day, 10.1% (389 of 3,859) were birth to 12 months. Trend data below indicates a slight increase each year in the number of children, birth to 12 months.



Washington State's eligibility criteria are defined as the child demonstrates a delay of 1.5 standard deviation or 25 % of chronological age delay in one or more developmental areas. The developmental areas include physical (gross motor, fine motor, hearing, vision), cognitive, communication, social/emotional, and adaptive.

Washington State is one of 28 states defined by the federal Office of Special Education Programs (OSEP) as having broad eligibility criteria. The average percentage of the 28 states is 1.12% of the total population of infants, birth to 12 months. Washington serves .51% (389 of 76,487) of the state's total population of infants, birth to 12 months (76,487 according to the U.S. Bureau of the Census). Washington ranks twenty-fifth (25 out of 28) when compared to states and territories considered to have a broad eligibility criteria.

(NOTE: The national eligibility cluster of states is an area of concern and much discussion. ITEIP hopes to have future conversations and a new clustering of states eligibility, if this continues to be an OSEP comparison requirement.)

The national baseline average for all states is .92% of the total national population (4,143,461) of infants, birth to 12 months. The national data shows Washington served .51% (389 of 76,487) of Washington's total birth to 12 month population (76,487 according to the U.S. Bureau of the Census). Washington is behind the national average by .41%.

Of the 56 states and territories, Washington State ranks 50 of 56 in the number of children birth to twelve months receiving services. However, Washington ranks in the top 22 states and territories in percentage of increased change from 2000 to 2004. Washington shows a 30% increase (340 to 389).

(Source: U.S. Department of Education, Office of Special Education Programs, Data Analysis System (DANS, "Report of infants and toddlers receiving early intervention services in accordance with Part C," 2004.)

In the Parent/Family Survey, completed in July 2005, 83.1% of all of the families reported they strongly agreed or agreed that it was easy to find out about early intervention services available for their child. This percentage was slightly higher or lower for families of differing race and ethnicity. ITEIP will track this sub-factor to ensure improvements are made, as necessary. At this time, the variances are not substantial.

Discussion of Baseline Data:

The one audit finding related to distribution of public awareness materials is not systemic.

The number of children served in this group continues to grow annually, but stays within approximately the same percentile of birth to three population of the state, as the growth occurs.

In the September 2004 study, "Method for Counting the Number of Children Served in the IDEA Part C Early Intervention Program May Be Underestimating State Efforts"(Carl J. Dunst, Jill Fromewick, and Deborah W. Hamby), 12 of 14 states in the report showed that the number of children served in a calendar year was at least 3% of the birth to three year old population of the state. (See annual data in Indicator 6 below.)

The Parent/Family Survey demonstrated that some families have difficulty finding out about early intervention services.

| FFY | Measurable and Rigorous Target |
|----------------------------|--|
| 2005 (2005-2006) | ITEIP will increase the percent of infants, birth to 12 months, with IFSPs to 0.61% of the total Washington birth to 12 months population compared to the national average and to other states with similar eligibility definitions. The percentage will be based on the December 1 count. |
| 2006 (2006-2007) | 0.70% |
| 2007 (2007-2008) | 0.80% |
| 2008 (2008-2009) | 0.90% |
| 2009 (2009-2010) | 0.97% |
| 2010 (2010-2011) | 1% |

ITEIP will report, at least annually, to the State Interagency Coordinating Council (SICC), Local Lead Agencies (LLAs), public, early intervention stakeholders, state agencies, and the media on the State Performance Plan (SPP) indicators and targets, during the month of April, beginning in 2007. The data will be aggregated statewide and by LLA. Data from LLAs who provided services to less than ten children and families will be clustered to meet research confidentiality recommended practice. The reports will include how LLAs are doing against the targets in the SPP.

SPP reports will be made available on the ITEIP website, at <http://www.dshs.wa.gov/iteip>. ITEIP will submit a DSHS press release requesting a public service announcement. An email will be sent to LLAs and stakeholders when the data is posted on the website.

Improvement Activities/Timelines/Resources:

ITEIP will be adding an annual count by age to the data management system to report the number of infants and toddlers, birth to one (1), one (1) to two (2), and two (2) to three (3) served within a calendar year. Also, the report can be pulled for any time less than a year.

By September 2006, develop public awareness campaign strategies, for parents and the public, on how to self-refer to early intervention services; and that they do not need a medical provider to make a referral.

Beginning in October 2005 and ongoing, coordinate with the Children's Preventive Health Care Collaborative to improve developmental screening within medical practices. The Collaborative is focusing on the adoption of the Ages and Stages Questionnaire and fluoride varnish within medical practices.

Continue CHILD Profile mailing inserts (three (3) times a year) with developmental information to all families of newborns (approximately 80,000 per year) in the state.

Continue to work with the Division of Developmental Disabilities, Division of Child Care and Early Learning, Department of Health Children with Special Health Care Needs Program, and the Children's Administration (foster care agency) to collaborate on finding all infants and toddlers, as early as possible.

Continue to collaborate with DSHS Children's Administration on referring children, birth to three, who are placed in foster care. Child Health Education Tracking staff screen all children, birth to three, who are placed in foster care, and refer any child who demonstrates a concern to the FRC.

During 2005/06, ITEIP will coordinate with the Governor's Office Early Learning Council to assure infants and toddlers with disabilities are included in early learning initiatives.

Continue to annually disseminate statewide to pediatricians, hospitals, audiologists, LLAs, and others the parent information brochure titled "Infants and Toddlers who are Deaf or Hard of Hearing. The brochure provides the statewide Central Directory 1-800 number (Healthy Mothers Healthy Babies) to call to connect with the local Family Resources Coordinator (FRC).

Continue annual distribution of public awareness (transmittal) letter to all appropriate Medicaid providers, including physicians, ARNPs, and therapists.

SPP – Part C (3)

Revised 1-21-2010

Washington

State

ITEIP will review LLA December 1, 2005 count data. For those LLAs with percentages at or below the targeted .61% of the total birth to one population, in the geographic service area, ITEIP will request LLAs provide at least three (3) strategies to increase the number of infants, birth to one, receiving early intervention services. This activity will be ongoing to meet the targets for each year in this plan.

Target public awareness materials to families who are homeless, premature infants, hospitals and clinics, infants and toddlers affected by substance abuse, and infants and toddlers in out of home placement. Distribute IDEA, Part C, law expectations and definition of homeless to LLAs, providers, SICC, and other state and local stakeholders.

Part C State Performance Plan (SPP) for 2005-2010

Overview of the State Performance Plan Development:

Monitoring Priority: Effective General Supervision Part C / Child Find

Indicator 6: Percent of infants and toddlers birth to 3 with IFSPs compared *national data*.

(20 USC 1416(a)(3)(B) and 1442)

Measurement:

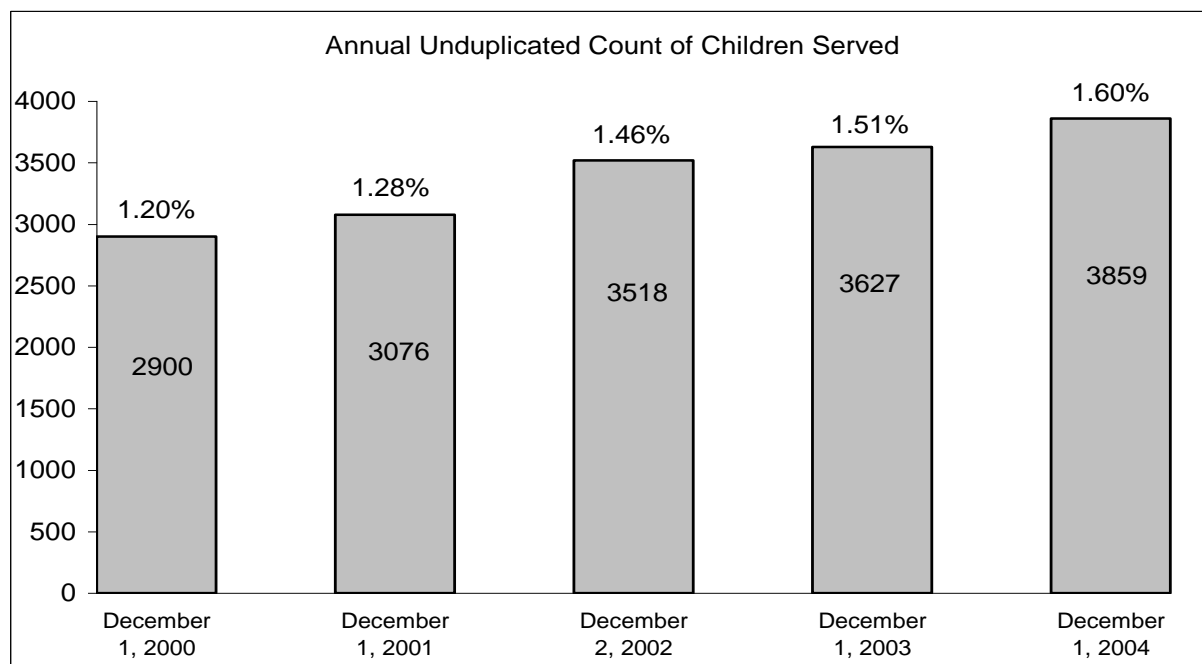
Percent = [(# of infants and toddler birth to 3 with IFSPs) divided by the (population of infants and toddlers birth to 3)] times 100 compared to national data.

Overview of Issue/Description of System or Process:

The ITEIP Data Management System collects and reports the number of infants and toddlers, birth to three, with Individualized Family Service Plans (IFSPs) for a day-in-time or for a date range. Only children who are under the age of three and have a completed IFSP are included in the day-in-time count (example: December 1 count). The data management system can also count the number of children served with an active IFSP anytime within a date range. The data management system is designed to provide administrative and Family Resources Coordinator (FRC) reports, for timelines and compliance monitoring, as well as guiding day-to-day activities. Administrative and ad hoc reports are used, at the state and local level, to generate all of the federal required reports, as well as reports of interest to ITEIP. The data management system reports can be generated for the entire state, or by Local Lead Agency (LLA), or service provider. The reports are available at anytime. Currently, there are 32 reports generated by the data management system. Ad hoc reports can also be queried for data entered into the system. Beginning October 1, 2005, all initial, annual, or changes to IFSPs must be entered into the data management system.

ITEIP staff monitor and analyze all monthly data reports. The monthly count of IFSPs by LLAs is posted on the ITEIP website.

Baseline Data for FFY 2004 (2004-2005):



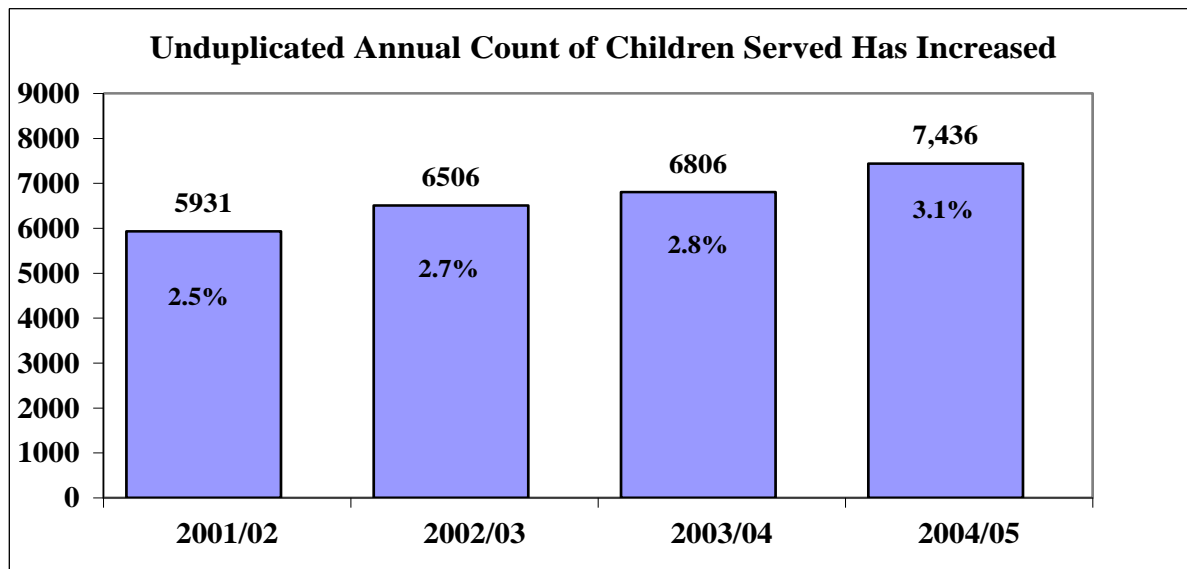
The December 1, 2004 day-in-time count is 1.6% of the total birth to three population of the state. (Actual births for 2001, 2002, and 2003 equals 239,027. The 2004 birth rate is not yet available.)

The December 1, 2004 day-in-time count of children, birth to three, increased 6.4% from December 1, 2003 to December 1, 2004.

The national data shows Washington State served 1.68% of the total birth to three population in the state. (230,108 according to the U.S. Bureau of the Census. Washington is using 239,027, which is actual births for 2001, 2002, and 2003.) The national baseline is 2.24%. Washington State ranks 42 of 56 states and territories.

Washington is one of 28 states defined by the federal Office of Special Education Programs (OSEP) as having broad eligibility criteria. The average percentage of the 28 states is 2.61% of the total national population of children, birth to three. Washington is serving 1.68%. Washington ranks twenty-fifth (25 out of 28), when compared to states and territories considered to have a broad eligibility criteria.

However, Washington ranks in the top 15 states and territories in percentage of change from 2000 to 2004. Washington shows a 37% increase (2900 to 3859).



The annual unduplicated count, for October 1, 2004 through September 30, 2005, shows that Washington State is serving 3.1% of the total birth to three population (Actual births for 2001, 2002, and 2003 equals 239,027. The 2004 birth rate is not yet available).

Washington's annual count increased 9.3% from 2003 to 2004. This is 4.6% greater than the 4.7% increase reported in the 2003/04 Annual Performance Report (APR).

Discussion of Baseline Data:

Washington ITEIP believes the percent of children served should be calculated from the total count for the year. Without the use of this count, census numbers do not align. The census is the total number of children in a year, not just the number on a single day-in-time.

Washington State's December 1 unduplicated count (day-in-time) continues to grow, as well as the annual count for infants and toddlers with disabilities, birth to three.

Nationally, births have been, and are expected to remain, fairly steady until 2010. (*Source: AMERICA'S BABIES The Zero to Three Policy Center Data Book, copyright 2003.*)

The ITEIP Data Management System allows the collection of accurate, unduplicated, day-in-time and annual cumulative counts, which increases local providers' accountability. This federal day-in-time measure grossly under represents the numbers served by Washington State and the national program. In the September 2004 study, "Method for Counting the Number of Children Served in the IDEA, Part C, Early Intervention Program May Be Underestimating State Efforts" (Carl J. Dunst, Jill Fromewick, and Deborah W. Hamby), 12 of 14 states in the report showed that the number of children served in a calendar year was at least 3% of the birth to three year old population of the state. ITEIP looks forward to continued discussions with OSEP, for future resolution to national data and counts representing IDEA, Part C.

| FFY | Measurable and Rigorous Target |
|----------------------------|--|
| 2005 (2005-2006) | ITEIP will increase the number of infants and toddlers, birth to three, with IFSPs from 1.6% to 1.7%, based on the December 1 count, using Washington's actual births. |
| 2006 (2006-2007) | 1.8% |
| 2007 (2007-2008) | 1.9% |
| 2008 (2008-2009) | 2% |
| 2009 (2009-2010) | 2.2% |
| 2010 (2010-2011) | 2.3% |

ITEIP will report, at least annually, to the State Interagency Coordinating Council (SICC), Local Lead Agencies (LLAs), public, early intervention stakeholders, state agencies, and the media on the State Performance Plan (SPP) indicators and targets, during the month of April, beginning in 2007. The data will be aggregated statewide and by LLA. Data from LLAs who provided services to less than ten children and families will be clustered to meet research confidentiality recommended practice. The reports will include how LLAs are doing against the targets in the SPP.

SPP reports will be made available on the ITEIP website, at <http://www.dshs.wa.gov/iteip>. ITEIP will submit a DSHS press release requesting a public service announcement. An email will be sent to LLAs and stakeholders when the data is posted on the website.

Improvement Activities/Timelines/Resources:

ITEIP will be adding an annual unduplicated count by age to the data management system to report the number of infants and toddlers, birth to one (1), one (1) to two (2) and two (2) to three (3), served within a calendar year. Also, the report can be pulled for any time less than a year.

Continue to track increased growth in the annual unduplicated cumulative count. Washington State also has set goals and is tracking progress in state required performance documents and reports.

Continue to track referrals for trend data, quarterly.

Continue statewide public awareness campaign with statewide distribution through multiple sources (see Indicator 5).

Increase targeted public awareness for 2005/06 and ongoing to families, physicians, child care providers, Children's Administration, and Medicaid providers.

Target public awareness materials to families who are homeless, premature infants, hospitals and clinics, infants and toddlers affected by substance abuse, and infants and toddlers in out of home placement. Distribute IDEA, Part C, law expectations and definition of homeless to LLAs, providers, SICC, and other state and local stakeholders.

Continue to require LLAs to distribute, and ITEIP will continue to track, public awareness distribution statewide. Review for changes and/or trends annually.

ITEIP will review LLA December 1, 2005 count data. For those LLAs with percentages at or below the targeted 1.7% of the total birth to three population in the geographic area, ITEIP will request at least three (3) strategies to improve the number of infants and toddlers receiving early intervention services. This activity will be ongoing to meet the targets for each year in this plan.

Continue formal audits and monitoring of LLA's biannual reports.

Part C State Performance Plan (SPP) for 2005-2010

Overview of the State Performance Plan Development:

| |
|---|
| Monitoring Priority: Effective General Supervision Part C / Child Find |
|---|

Indicator 7: Percent of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline.

(20 USC 1416(a)(3)(B) and 1442)

| |
|----------------------------|
| <p>Measurement:</p> |
|----------------------------|

| |
|---|
| <p>Percent = [(# of infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting was conducted within Part C's 45-day timeline) divided by the (# of infants and toddlers with IFSPs evaluated and assessed for whom an initial IFSP meeting was required to be conducted)] times 100.</p> |
|---|

| |
|--|
| <p>Account for untimely evaluations, assessments, and initial IFSP meetings, including the reasons for delays.</p> |
|--|

Overview of Issue/Description of System or Process:

ITEIP maintains and funds a contract with the Washington Department of Social and Health Services (DSHS), Operations Review and Consultation, for formal fiscal and program auditing of Local Lead Agencies (LLAs), in order to identify and correct areas of deficiencies and to ensure consistent statewide implementation of Part C requirements. LLAs submit corrective action plans for all audit findings. Timelines and progress reports to ITEIP are part of the follow-up to each corrective action plan. ITEIP staff monitors the implementation of the local plans of correction.

The ITEIP Data Management System reports Individualized Family Service Plan (IFSP) timeline compliance on the number of IFSPs completed within the 45-day timeline, the number late, and the number not completed. The report is based on calendar days and will count the IFSP late if not completed on the due date. The user can also document in the data management system if there is a family reason for why the 45-day timeline is not met. (The definition of late is 46 days or later.) The data management system does not calculate whether there was a family reason for the IFSP not being completed within the 45-day timeline. LLAs and FRCs should be documenting this in the note section of the IFSP, as appropriate to each service.

ITEIP staff provides technical assistance to LLAs to correct the data entries and improve timely delivery of all service components. Policy staff provide technical assistance through site visits, phone calls, emails, monitoring written reports, reviewing monthly data, and through presentations at state and local conferences and training sessions.

Baseline Data for FFY 2004 (2004-2005):

Between October 1, 2003 and September 30, 2004, seven (7) LLAs received a formal program and fiscal audit. There were no findings that evaluations and IFSPs were not completed within the 45-day timeline.

For October 1, 2004 through September 30, 2005, six (6) LLAs received a formal program and fiscal audit. A total of 65 IFSPs were reviewed. Compliance with the 45-day timeline is included in the ITEIP formal audit protocols.

Between October 1, 2004 and September 30, 2005, six (6) LLAs received a formal program and fiscal audit. Two (2) of the six (6) LLAs were not 100% compliant with the 45-day timeline. The LLAs have submitted corrective action plans.

The data management system report, for October 1, 2004 through September 30, 2005, shows 3,370 initial IFSPs completed. Of these, 62% (2,103 of 3,370) were completed on time; 36% (1,215) were late; and 1.5% (52) were not completed.

ITEIP completed the Parent/Family Survey in July 2005. The survey includes the question “My child was evaluated within 45 days of when I first gave consent to participate in the early intervention program.”

The Parent/Family Survey shows that 93.84% of families strongly agreed or agreed that their child was evaluated within 45 days of when they first gave consent to participate in the early intervention program.

Between October 1, 2004 and September 30, 2005, 4,169 evaluations were completed and 3,837 children were determined eligible (92%). The number of completed evaluations increased from 3,766 in 2003/04 to 4,169 in 2004/05. This is a 10.7% increase.

Discussion of Baseline Data:

There were two (2) audit findings that did not meet 100% compliance for the 45-day timeline.

The percentage of IFSPs completed within the 45-day timeline has gone up slightly (62%) from 2003/04 data.

The data for the IFSPs not completed (1.5%) may include families who moved, were unable to be contacted, or the IFSP meeting is scheduled after September 30.

The percentage of children receiving an evaluation and determined eligible, for October 1, 2004 through September 30, 2005, remains above 90%.

***U.S. Office of Special Education Programs (OSEP) requires 100% compliance for this target.**

| FFY | Measurable and Rigorous Target |
|----------------------------|--|
| 2005 (2005-2006) | 100% of eligible infants and toddlers with IFSPs for whom an evaluation and assessment, and an initial IFSP meeting, were conducted within Part C's 45-day timeline. |
| 2006 (2006-2007) | 100% |
| 2007 (2007-2008) | 100% |
| 2008 (2008-2009) | 100% |
| 2009 (2009-2010) | 100% |
| 2010 (2010-2011) | 100% |

ITEIP will report, at least annually, to the State Interagency Coordinating Council (SICC), Local Lead Agencies (LLAs), public, early intervention stakeholders, state agencies, and the media on the State Performance Plan (SPP) indicators and targets, during the month of April, beginning in 2007. The data will be aggregated statewide and by LLA. Data from LLAs who provided services to less than ten children and families will be clustered to meet research confidentiality recommended practice. The reports will include how LLAs are doing against the targets in the SPP.

SPP reports will be made available on the ITEIP website, at <http://www.dshs.wa.gov/iteip>. ITEIP will submit a DSHS press release requesting a public service announcement. An email will be sent to LLAs and stakeholders when the data is posted on the website.

Improvement Activities/Timelines/Resources

The data management system does not report if there is a family reason why the IFSP was not completed within the 45- day timeline. If families state they do not wish, or are unable, to complete the process due to child/family reasons, this is considered to be a waive of the 45-day clock. Provider or system issues are not reasons to miss timelines.

In 2005/06 ITEIP will explore how the data management system could report on how many IFSPs were not completed within the 45-day timeline because of family circumstances.

SPP – Part C (3)

Revised 1-21-2010

Washington
State

By December 2006, ITEIP will complete a simple random sample of IFSPs, which are representative of the state. The sample will be based on the number of IFSPs on December 1, 2005. This will be done as follows: IFSPs will be pulled from the data management system, based on the simple random sample for LLAs, their subcontractors, and serving school districts. ITEIP staff will complete IFSP reviews and conduct site visits to do follow-up and determine compliance results for this indicator. The site visits will review at least 5% of the current IFSPs, as of December 1, 2005, but not less than two (2) IFSPs, per geographic area. An exception to the number reviewed would occur if there were less than two (2) IFSPs, due to no children identified in a low population service area.

Clarification memos will be sent to LLAs related to compliance performance measures and targets to assure policy expectations.

Pursue contract amendments in 2005/06 requiring LLAs to submit, by April 15, 2006, three (3) strategies for improvement for each non-compliance areas (Indicators 1, 7 and 8) of the SPP. LLAs will report on progress and additional strategies for improvement, if needed, by September 30, 2006.

ITEIP will post all current data reports on the website, by January 2006.

Part C State Performance Plan (SPP) for 2005-2010**Overview of the State Performance Plan Development:****Monitoring Priority: Effective General Supervision Part C / Effective Transition**

Indicator 8: Percent of all children exiting Part C who received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday including:

- A. IFSPs with transition steps and services
- B. Notification to LEA, if child potentially eligible for Part B; and
- C. Transition conference, if child potentially eligible for Part B.

(20 USC 1416(a)(3)(B) and 1442)

Measurement:

- A. Percent = $[(\# \text{ of children exiting Part C who have an IFSP with transition steps and services}) \div (\# \text{ of children exiting Part C})] \times 100$.
- B. Percent = $[(\# \text{ of children exiting Part C and potentially eligible for Part B where notification to the LEA occurred}) \div (\# \text{ of children exiting Part C who were potentially eligible for Part B})] \times 100$.
- C. Percent = $[(\# \text{ of children exiting Part C and potentially eligible for Part B where the transition conference occurred}) \div (\# \text{ of children exiting Part C who were potentially eligible for Part B})] \times 100$.

Account for untimely transition conferences, including reasons for delays.

Overview of Issue/Description of System or Process:

As of October 1, 2004, the ITEIP Data Management System is collecting data on transition planning/meeting requirements, including the date the school district was notified of the need for transition planning, and the date the transition meeting was held (to assure the 90 day compliance).

Program audit protocol includes monitoring that transition steps and services are included in the transition plan, the school district is notified, and a transition planning meeting occurs at least 90 days prior to the child's third birthday.

Baseline Data for FFY 2004 (2004-2005):

Current data for all children who left early intervention services no longer needing services or not eligible for special education:

- October 1, 2004 through September 30, 2005 leaving ITEIP on or before their third birthday:
20.9% (690) of all children (3,302).

Beginning October 1, 2004, if a child was potentially eligible for Part B, the Local Lead Agency (LLA) entered the date of the transition meeting and the date the local school district was notified.

For the 2004/05 audits, four (4) of the six (6) LLAs had audit findings that the transition planning meeting was not conducted at least 90 days prior to the child's third birthday. Two (2) of six (6) LLAs had findings related to not including steps in the transition plan. There were no findings related to notifying school districts.

Discussion of Baseline Data:

Washington continues to show an increase in the percentage of children who leave services no longer needing special programs.

ITEIP will run ad hoc reports on compliance with the notification of the local school district and that the transition conference is conducted 90 days prior to the child's third birthday; and report data for the FFY 2005/06 Annual Performance Report (APR).

***U.S. Office of Special Education Programs (OSEP) requires 100% for this target.**

| FFY | Measurable and Rigorous Target |
|------------------------------------|--|
| <p>2005 (2005-2006)</p> | <p>100% of all children exiting Part C receive timely transition planning to support the child's transition to preschool and other appropriate community services, by their third birthday, including Individualized Family Service Plans (IFSPs) with transition steps and services.</p> <p>100% of all children exiting Part C receive timely transition planning to support the child's transition to preschool and other appropriate community services, by their third birthday, including notification to Lead Education Agency (LEA), if child potentially eligible for Part B.</p> <p>100% of all children exiting Part C receive timely transition planning to support the child's transition to preschool and other appropriate community services, by their third birthday, including transition conference, if child is potentially eligible for Part B.</p> |
| <p>2006 (2006-2007)</p> | <p>100% of all children exiting Part C receive timely transition planning to support the child's transition to preschool and other appropriate community services, by their third birthday, including IFSPs with transition steps and services.</p> <p>100% of all children exiting Part C receive timely transition planning to support the child's transition to preschool and other appropriate community services, by their third birthday, including notification to LEA, if child potentially eligible for Part B.</p> <p>100% of all children exiting Part C receive timely transition planning to support the child's transition to preschool and other appropriate community services, by their third birthday, including transition conference, if child is potentially eligible for Part B.</p> |
| <p>2007 (2007-2008)</p> | <p>100%</p> |

SPP – Part C (3)

Revised 1-21-2010

Washington
State

| | |
|----------------------------|------|
| 2008 (2008-2009) | 100% |
| 2009 (2009-2010) | 100% |
| 2010 (2010-2011) | 100% |

ITEIP will report, at least annually, to the State Interagency Coordinating Council (SICC), Local Lead Agencies (LLAs), public, early intervention stakeholders, state agencies, and the media on the State Performance Plan (SPP) indicators and targets, during the month of April, beginning in 2007. The data will be aggregated statewide and by LLA. Data from LLAs who provided services to less than ten children and families will be clustered to meet research confidentiality recommended practice. The reports will include how LLAs are doing against the targets in the SPP.

SPP reports will be made available on the ITEIP website, at <http://www.dshs.wa.gov/iteip>. ITEIP will submit a DSHS press release requesting a public service announcement. An email will be sent to LLAs and stakeholders when the data is posted on the website.

Improvement Activities/Timelines/Resources:

By December 2006, ITEIP will complete a simple random sample of IFSPs, which are representative of the state. The sample will be based on the number of IFSPs on December 1, 2005. This will be done as follows: IFSPs will be pulled from the data management system, based on the simple random sample for LLAs, their subcontractors, and serving school districts. ITEIP staff will complete IFSP reviews and conduct site visits to do follow-up and determine compliance results for this indicator. The site visits will review at least 5% of the current IFSPs, as of December 1, 2005, but not less than two (2) IFSPs, per geographic area. An exception to the number reviewed would occur if there were less than two (2) IFSPs, due to no children identified in a low population service area.

Analyze compliance data from the data management system for accuracy and determine next steps. Report the data in the FFY 2005/06 APR.

Continue to track transition data by age group to demonstrate that the percentage of children no longer needing early intervention services continues to increase.

Post transition data, including compliance with transition timelines, on the ITEIP website.

Continue to refine transition compliance data, by exploring aggregate data from the data management system that will report family reasons for transition timelines that were not met.

Continue annual program and fiscal audits.

Part C State Performance Plan (SPP) for 2005-2010

Overview of the State Performance Plan Development:

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 9: General supervision system (including monitoring, complaints, hearings, etc.) identifies and corrects noncompliance as soon as possible, but in no case later than one year from identification.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement:

Percent of noncompliance corrected within one year of identification:

- a. # of findings of noncompliance.
- b. # of corrections completed as soon as possible but in no case later than one year from identification.

Percent = [(b) divided by (a)] times 100.

States are required to use the "Indicator 9 Worksheet" to report data for this indicator (see Attachment A).

Overview of Issue/Description of System or Process:

ITEIP funds and maintains a contract with Washington State Department of Social and Health Services (DSHS), Operations Review and Consultation, for fiscal and program auditing of early intervention services contractors. The ITEIP formal auditing process is to identify and correct areas of deficiencies and to ensure consistent statewide implementation of Part C requirements. Timelines and progress reports will continue to be part of the follow-up to each plan of correction.

Operations Review and ITEIP continue to use an audit program monitoring tool (audit guide) based on federal and state requirements. Annually, and as needed, ITEIP provides training to the auditors, for increased awareness related to federal requirements, Washington State's policies and procedures, research-based practices, and ITEIP contract changes.

Annually ITEIP completes risk assessments on all Local Lead Agencies (LLAs), to assist with prioritizing which LLA will receive an audit during the year or if concerns exist that necessitate an audit sooner than would occur within the cycle.

ITEIP reviews all draft audit reports for policy consistency with federal and state requirements, prior to release of final audit reports. (Also, for further details, see Indicator 1.)

If corrective action plans are not implemented, funds may be withheld, funds may need to be repaid, and/or contracts may be terminated.

LLAs submit biannual reports on implementing their early intervention plan and interagency agreements. ITEIP monitors the biannual reports, using a monitoring tool

based on the requirements in the contract's statement of work, and contacts LLAs if additional information is needed. If needed, LLAs resubmit their reports with the additional information.

ITEIP staff provides ongoing technical assistance, including site visits, phone calls, email to and from contractors, monitoring of reports and data submitted to ITEIP. This is both a formal and informal process that maintains linkages between ITEIP and LLAs and service providers. During site visits, technical assistance and training, file review, and contractor audit correction verification and follow-up is provided. ITEIP has a program staff assigned daily to take technical assistance questions from the field.

The ITEIP Data Management System is designed to provide administrative and Family Resources Coordinator (FRC) reports, for timelines and compliance monitoring, as well as guiding day-to-day activities. The data management system also has multiple management and monitoring functions to ensure family/child procedural safeguards are in place and followed.

Data management system administrative and ad hoc reports are in use at the state and local level. The State Interagency Coordinating Council (SICC) and SICC Data Committee are also a part of the review and analysis process. Monthly data reports are posted on the ITEIP website.

ITEIP staff monitors monthly data spreadsheets, from the data management system reports, and provides technical assistance for areas needing improvement. Also see description of system in Indicator #1.

ITEIP now has in place a memo of clarification process for policy clarifications. The process includes a method to track clarifications as they are sent to the LLAs and providers.

Baseline Data for FFY 2004 (2004-2005):

A. Percentage of non-compliance related to monitoring priority areas (Indicators 1, 2, 7, and 8) and indicators corrected within one year.

In 2004/05, six (6) LLAs received a formal program and fiscal audit.

Six (6) of the six (6) (100%) LLAs who received an audit have findings of noncompliance related to the priority areas in this State Performance Plan (SPP). A total of sixty-five (65) Individualized Family Service Plans (IFSPs) were reviewed from the six (6) LLAs. The following includes the statewide and local percentages of audit findings:

- ♦ One (1) of six (6) LLAs received a finding related to IFSPs not implemented in a timely manner. At the one LLA where this was a finding, two (2) IFSPs were reviewed and one (1) of two (2) IFSPs and files (50%) did not demonstrate that services were implemented in a timely manner. This is 1.5% (1 of 65) of the IFSPs reviewed statewide.
- ♦ Four (4) of six (6) LLAs had findings that the IFSP did not include a justification for services that were not provided in a natural environment. For the four (4) LLAs, 48 IFSPs were reviewed. Of the 48 IFSPs reviewed at the four (4) LLAs, 20 IFSPs

(42%) did not include a justification for services that were not provided in natural environments. Statewide this is 31% (20 of 65) of the IFSPs reviewed.

- ♦ Two (2) of six (6) LLAs had findings related to completing the IFSP within the 45-days. Twenty-six (26) IFSPs at the four (4) LLAs were reviewed, with 18 (69%) not completing the IFSP within 45 days. This is 28% (18 of 65) of the IFSPs reviewed statewide.
- ♦ Four (4) of six (6) LLAs received audit findings that the transition planning meeting was not conducted at least 90 days prior to the child's third birthday. Twenty-five (25) IFSPs were reviewed within the four (4) LLAs. Of these, 32% (8 of 25) of the IFSPs showed that the transition planning meeting was not held at least 90 days prior to the child's third birthday. This is 12% (8 of 65) of the IFSPs reviewed statewide.
- ♦ Two (2) of six (6) LLAs had findings related to not including steps in the transition plan. Nine (9) IFSPs were reviewed. Of these, 33% (3 of 9) of the IFSPs that were reviewed did not include transition steps. This is 4.6% (3 of 65) of the IFSPs reviewed statewide.
- ♦ There were no findings related to notifying school districts of a child potentially eligible for Part B.

All six (100%) of LLAs have submitted a corrective action plan and all plans have been approved by ITEIP. Verification visits will be completed in 2005/06, to assure correction of non-compliance areas.

B. Percent of noncompliance related to areas not included in the above monitoring priority areas and indicators corrected within one year of identification.

The six (6) LLAs also received findings in other areas not included in the monitoring priorities in the SPP. Findings included:

- ♦ Two (2) of six (6) LLAs did not include present levels of development in all five (5) areas. For the two (2) LLAs, a total of twenty-six (26) IFSPs were reviewed. Of these, 19% (5 of 26) did not contain all present levels of development. This is 7.6% (5 of 65) of the IFSPs reviewed in the six (6) LLAs.
- ♦ Four (4) of six (6) LLAs received findings on not providing prior written notice of IFSP meetings. Thirty-nine (39) IFSPs were reviewed within the four (4) LLAs. Of these, 44% (17 of 39) did not provide prior written notice. This is 26% (17 of 65) of the IFSPs reviewed statewide.

All six (6) LLAs have submitted a corrective action plan and all six (6) have been approved by ITEIP. Verification visits will be completed in 2005/06, to assure correction of non-compliance areas.

C. Percent of noncompliance identified through other mechanisms (complaints, administrative hearings, mediation) corrected within one year.

In 2004/05 there were no mediation requests, citizen's complaints, or administrative hearings.

Discussion of Baseline Data:

ITEIP's system for monitoring and correcting noncompliance within one year is in place.

***U.S. Office of Special Education Programs (OSEP) requires 100% for this target.**

| FFY | Measurable and Rigorous Target |
|-----------------------------|---|
| 2005 (2005-2006) | 100% of noncompliance related to monitoring priority areas and indicators are corrected within one year of identification. 100% of noncompliance related to areas not included in the above monitoring priority areas and indicators are corrected within one year of identification. 100% of noncompliance identified through other mechanisms (complaints, due process hearings, mediations, etc.) are corrected within one year of identification. |
| 2006 (2006-2007) | 100% |
| 2007 (2007-2008) | 100% |
| 2008 (2008-2009) | 100% |
| 2009 (2009-2010) | 100% |
| 2010 (2010-2011) | 100% |

Improvement Activities/Timelines/Resources:

Continue to contract with DSHS Operations Review and Consultation for annual formal program and fiscal audits.

Continue to use the risk assessment to identify priorities for the audit cycle and annual schedule.

Continue providing training to auditors and amending audit tools, as appropriate and necessary.

Continue to require corrective action plans for all audit findings. ITEIP will continue verification visits to assure compliance. Audits will be closed within one year after the audit is conducted.

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Continue to add administrative reports to the data management system, as needed to address established objectives in the federal SPP and APR.

Continue to generate all federally required data reports, via the ITEIP Data Management System; pull data for a day, or a period in time, throughout the year; analyze data; confirm data with LLAs; and provide feedback and technical assistance to local systems for a full year.

As part of their local auditing process, continue LLA training in the use of the data management system's administrative reports.

ITEIP will conduct additional ad hoc reports, as needs arise.

Continue ITEIP technical assistance through site visits, phone calls, monitoring written reports, and reviewing monthly data. (See Indicators 1, 7, and 8.)

Beginning October 1, 2005, LLAs are required to use the full data management system. This provides additional guidance to include all IFSP components and meet timelines.

Part C State Performance Plan (SPP) for 2005-2010**Overview of the State Performance Plan Development:****Monitoring Priority: Effective General Supervision Part C / General Supervision**

Indicator 10: Percent of signed written complaints with reports issued that were resolved within 60-day timeline or a timeline extended for exceptional circumstances with respect to a particular complaint.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement:

Percent = [1.1(b) + 1.1(c)] divided by 1.1] times 100.

Overview of Issue/Description of System or Process:

All citizen's complaints received by ITEIP are reviewed, a written response prepared, and appropriate action taken within 60 days of receipt of the complaint. An exception may occur only if exceptional circumstances exist with respect to a particular complaint.

If findings of noncompliance are identified as a result of a citizen's complaint, Local Lead Agencies (LLAs) / service providers are required to submit a corrective action plan.

Corrective action plans must be resolved within 60 days.

If corrective action plans are not corrected, funds will be held, funds will be repaid, and/or contracts will be terminated.

Procedural safeguards are shared with parents at the initial visit, by the Family Resources Coordinator (FRC), and throughout the time the child/family receives early intervention services.

The ITEIP Data Management System requires an entry, by the FRC, that parental consent has been obtained and if procedural safeguards have been shared. The data management system will not allow the user to continue if consent has not been confirmed and the Individualized Family Service Plan (IFSP) will not be counted as complete.

Initial, amended, and annual IFSPs have, on their signature page, a statement that the parent signs stating they have received their procedural safeguards.

ITEIP distributes a brochure, "Citizen's Complaint Process". LLAs are required to distribute and document distribution of the brochure.

Also, see Indicator 11.

Baseline Data for FFY 2004 (2004-2005):

In 2004/05, there were no citizen's complaints filed.

From October 1, 2004 through September 30, 2005, 960 "Citizen's Complaint Process" brochures were distributed.

Discussion of Baseline Data:

Continue to work to conduct family-centered services and avoid the need for citizen's complaints.

Resolve citizen's complaints in a timely manner.

***U.S. Office of Special Education Programs (OSEP) requires 100% for this target.**

| FFY | Measurable and Rigorous Target |
|----------------------------|---|
| 2005 (2005-2006) | 100% of signed written complaints with reports issued were resolved within 60-day timeline or a timeline extended for exceptional circumstances with respect to a particular complaint. |
| 2006 (2006-2007) | 100% |
| 2007 (2007-2008) | 100% |
| 2008 (2008-2009) | 100% |
| 2009 (2009-2010) | 100% |
| 2010 (2010-2011) | 100% |

Improvement Activities/Timelines/Resources:

Continue very low numbers of citizen's complaints.

Continue timely completion of citizen's complaints.

Continue to encourage families to use mediation, as soon as a concern arises.

Continue to use the IFSP process and the ITEIP Data Management System, to assure parent consent and procedural safeguards.

Part C State Performance Plan (SPP) for 2005-2010**Overview of the State Performance Plan Development:****Monitoring Priority: Effective General Supervision Part C / General Supervision**

Indicator 11: Percent of fully adjudicated due process hearing requests that were fully adjudicated within the applicable timeline.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement:

Percent = $[3.2(a) + 3.2(b)]$ divided by 3.2 times 100.

Overview of Issue/Description of System or Process:

Procedural safeguards are shared with parents at the initial visit, by the Family Resources Coordinator (FRC), and throughout the time the child/family receives early intervention services. The “Parent Rights” brochure includes information on how to request mediation, an administrative hearing, and/or file a citizen’s complaint.

Washington State’s Federally Approved Plan is on the ITEIP website. The plan contains the procedural safeguards, policies, and procedures and is available for anyone to view.

The “Family Guide”, “Infants and Toddlers who are Deaf or Hard of Hearing”, and other public awareness materials share program parent rights.

The ITEIP Data Management System requires an entry, by the FRC, that parental consent has been obtained and if procedural safeguards have been shared. The data management system will not allow the user to continue if consent has not been confirmed and the Individualized Family Service Plan (IFSP) will not be counted as complete.

Initial, amended, and annual IFSPs have, on their signature page, a statement that the parent signs stating they have received their procedural safeguards.

An administrative hearing must be completed within 30 days of receipt of the hearing request. This necessitates ITEIP staff to shift administrative functions to the administrative hearing process and dedicate staff time and research to assist legal council with hearing timelines and procedures.

Baseline Data for FFY 2004 (2004-2005):

From October 1, 2004 through September 30, 2005, ITEIP distributed to Local Lead Agencies (LLAs) 10,151 English and 1,650 Spanish “Parent Rights” brochures.

From October 1, 2004 through September 30, 2005, there were no requests for an administrative hearing.

Discussion of Baseline Data:

Continue to resolve administrative hearings in a timely manner.

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State***U.S. Office of Special Education Programs (OSEP) requires 100% for this target.**

| FFY | Measurable and Rigorous Target |
|-----------------------------------|---|
| 2005 (2005-2006) | 100% of fully adjudicated due process hearing requests were fully adjudicated within the applicable timeline. |
| 2006 (2006-2007) | 100% |
| 2007 (2007-2008) | 100% |
| 2008 (2008-2009) | 100% |
| 2009 (2009-2010) | 100% |
| 2010 (2010-2011) | 100% |

Improvement Activities/Timelines/Resources:

Continue to report minimal requests for administrative hearings.

Continue timely completion of administrative hearings.

Continue to encourage families to use mediation, as soon as a concern arises.

Continue to use the ITEIP Data Management System to direct and assure parent consent and procedural safeguards.

Part C State Performance Plan (SPP) for 2005-2010**Overview of the State Performance Plan Development:****Monitoring Priority: Effective General Supervision Part C / General Supervision****Indicator 12:** Percent of hearing requests that went to resolution sessions that were resolved through resolution session settlement agreements (applicable if Part B due process procedures are adopted).

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement:

Percent = (3.1(a) divided by 3.1) times 100.

Overview of Issue/Description of System or Process:

Washington State does not use Part B due process procedures.

Baseline Data for FFY 2004 (2004-2005):

NA

Discussion of Baseline Data:

NA

| FFY | Measurable and Rigorous Target |
|----------------------------|---------------------------------------|
| 2005 (2005-2006) | NA |
| 2006 (2006-2007) | NA |
| 2007 (2007-2008) | NA |
| 2008 (2008-2009) | NA |
| 2009 (2009-2010) | NA |
| 2010 (2010-2011) | NA |

Improvement Activities/Timelines/Resources:

NA

Part C State Performance Plan (SPP) for 2005-2010

Overview of the State Performance Plan Development:

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 13: Percent of mediations held that resulted in mediation agreements.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement:

Percent = [(2.1(a)(i) + 2.1(b)(i)) divided by 2.1] times 100.

Overview of Issue/Description of System or Process:

ITEIP contracts with Sound Options Group, LLC, to provide mediation services. Sound Options Group, LLC, is the same contractor used by the Washington State Office of the Superintendent of Public Instruction for IDEA, Part B mediations. ITEIP contracts with this contractor to assure consistency for families requesting mediation services, birth to 21. This also ensures mediators have both Part C and Part B knowledge and understanding, which assists in their abilities for supporting all state mediations.

In addition, the contract includes providing awareness training on the mediation program and interest-based problem solving. This includes training on how to facilitate and negotiate Individualized Family Service Plans (IFSPs), using interest-based problem solutions and methods.

Sound Options Group, LLC, provides annual training to the mediators on the Individuals with Disabilities Education Act (IDEA), Part C. ITEIP consults with mediators, as needed, regarding state policy or process questions.

The ITEIP brochure, “Mediation for Early Intervention Services”, is specific for assisting families on how to request mediation services. (Also, see Indicators 10 and 11.)

Local Lead Agencies (LLAs) are required to assist and document distribution of the brochures.

LLAs continue to encourage families to use mediation, as soon as a concern arises.

Procedural safeguards are shared with parents at the initial visit, by the Family Resources Coordinator (FRC), and throughout the time the child/family receives early intervention services. The “Parent Rights” brochure includes information on how to request mediation, an administrative hearing, and/or file a citizen’s complaint.

The ITEIP Data Management System requires an entry, by the FRC, that parental consent has been obtained and if procedural safeguards have been shared. The system will not allow the user to continue if consent has not been confirmed and the IFSP will not be counted as complete.

Initial, amended, and annual IFSPs have, on their signature page, a statement that the parent signs stating they have received their procedural safeguards.

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Baseline Data for FFY 2004 (2004-2005):

October 1, 2004 through September 30, 2005, Sound Options Group, LLC, provided two (2) awareness trainings statewide. Sound Options, LLC, also provided two (2) interest-based problem solving trainings to FRCs, as required training in their continuing registration with ITEIP.

From October 1, 2004 through September 30, 2005, ITEIP distributed 1,475 mediation brochures to LLAs.

Discussion of Baseline Data:

Continue to resolve concerns through mediation.

| FFY | Measurable and Rigorous Target |
|----------------------------|--------------------------------|
| 2005 (2005-2006) | 95% or higher. |
| 2006 (2006-2007) | 95% or higher. |
| 2007 (2007-2008) | 95% or higher. |
| 2008 (2008-2009) | 95% or higher. |
| 2009 (2009-2010) | 95% or higher. |
| 2010 (2010-2011) | 95% or higher. |

Improvement Activities/Timelines/Resources:

Continue annual contract with Sound Options Group, LLC.

Continue annual training of mediators.

Continue statewide awareness and interest-based problem solving trainings annually.

Continue to encourage local lead agencies and providers to use interest-based problem solving techniques throughout the IFSP process.

Continue to use the ITEIP Data Management System to guide the full IFSP process and assure parent consent and procedural safeguards.

Part C State Performance Plan (SPP) for 2005-2010

Overview of the State Performance Plan Development:

| |
|--|
| Monitoring Priority: Effective General Supervision Part C / General Supervision |
|--|

Indicator 14: State reported data (618 and State Performance Plan and Annual Performance Report) are timely and accurate.

(20 U.S.C. 1416(a)(3)(B) and 1442)

| |
|----------------------------|
| <p>Measurement:</p> |
|----------------------------|

| |
|--|
| <p>State reported data, including 618 data, State performance plan, and annual performance reports, are:</p> |
|--|

- | |
|---|
| <ul style="list-style-type: none">a. Submitted on or before due dates (February 1 for child count <i>and</i> settings and November 1 for exiting <i>and</i> dispute resolution); andb. Accurate, <i>including covering the correct year and following the correct measurement.</i> |
|---|

| |
|---|
| <p><i>States are required to use the "Indicator 14 Data Rubric" for reporting data for this indicator (see Attachment B).</i></p> |
|---|

Overview of Issue/Description of System or Process:

ITEIP has a comprehensive web-based data management system that provides compliance monitoring and required data reports. The system provides all federally required data reports, as well as state required data reports. The system can pull data for a day, or a period in time, throughout the year. ITEIP staff analyzes data, confirm data with Local Lead Agencies (LLAs), and provide feedback and technical assistance to local systems.

The data management system is designed to provide administrative and Family Resources Coordinator (FRC) reports, for timelines and compliance monitoring, as well as guiding day-to-day activities. Administrative and ad hoc reports are used at the state and local level. The State Interagency Coordinating Council (SICC) and the SICC Data Committee are also a part of the review and analysis process. The SICC and ITEIP continue to work collaboratively to identify system improvements needed and build strategies for ongoing system enhancements, as funding can be secured.

The ITEIP Data Management System allows the collection of accurate, unduplicated, day-in-time and annual cumulative counts, which increases local providers' accountability.

Beginning October 1, 2005, LLAs are required to use the full data management system. This includes entering the Individualized Family Service Plan (IFSP) into the system. The system provides additional guidance to assure compliance with all IFSP components and timelines.

Policy staff monitors monthly data spreadsheets, from the data management system reports, and provides technical assistance for areas needing improvement. Monthly data, by LLA is posted on the ITEIP website.

The FFY 2003/04 Annual Performance Report (APR) was submitted on time, per the Office of Special Education Programs (OSEP) approved timeline. The APR letter to the Office of Special Education Programs (OSEP) included three (3) areas of noncompliance. Those areas

have been addressed in this State Performance Plan (SPP). OSEP letters have indicated DSHS/ITEIP has a sound General Supervision and Monitoring System in place.

Baseline Data for FFY 2004 (2004-2005):

ITEIP staff monitors LLA's monthly data reports.

ITEIP submitted to OSEP the December 1, 2004 unduplicated count (Table 1) on time.

ITEIP submitted the December 1, 2004 data counts, as required on primary service settings, early intervention services, full time equivalents (FTE) report, and the annual transition data (Tables 2, 3, 4, and 5) on November 4, 2005.

Verification visits to LLAs with audit findings in 2004/05 will be completed in 2005/06, to assure correction of non-compliance areas.

Discussion of Baseline Data:

Data management system administrative and ad hoc reports are in use.

ITEIP LLA monthly data reports are current within 30 days.

ITEIP's system for monitoring and correcting noncompliance within one year is in place.

Data Tables 2, 3, 4, and 5 submitted on November 4, 2005 were accurate, unduplicated, and complete reports.

***U.S. Office of Special Education Programs (OSEP) requires 100% for this target.**

| FFY | Measurable and Rigorous Target |
|-----------------------------------|--|
| 2005 (2005-2006) | 100% of state reported data, including 618 data, SPP, and APRs, are timely and accurate. |
| 2006 (2006-2007) | 100% |
| 2007 (2007-2008) | 100% |
| 2008 (2008-2009) | 100% |
| 2009 (2009-2010) | 100% |
| 2010 (2010-2011) | 100% |

Improvement Activities/Timelines/Resources:

ITEIP will continue to track progress and increase strategies for improvement in all non-compliance area at the state and local levels.

Continue to enhance the data management system by adding administrative reports needed to address established objectives in the federal SPP and APR.

Continue ITEIP Data Management System implementation; and continue to analyze, require corrections, and refine administrative reports generated by the system.

If state data reports and timelines need adjustment, ITEIP will work with OSEP to obtain extension approval, if needed to assure accurate and complete unduplicated counts and data.

Assure federal data reports are annually submitted by the due date. Assure the APR is submitted by February 1, 2007 and annually by the due date.

Report of Dispute Resolution Under Part C of the Individuals with Disabilities Education Act Complaints, Mediations, Resolution Sessions, and Due Process Hearings

| SECTION A: Signed, written complaints | |
|--|----|
| (1) Signed, written complaints total | 0 |
| (1.1) Complaints with reports issued | NA |
| (a) Reports with findings | NA |
| (b) Reports within timeline | NA |
| (c) Reports within extended timelines | NA |
| (1.2) Complaints withdrawn or dismissed | NA |
| (1.3) Complaints pending | NA |
| (a) Complaints pending a due process hearing | NA |

| SECTION B: Mediation requests | |
|---|----|
| (2) Mediation requests total | 0 |
| (2.1) Mediations | |
| (a) Mediations related to due process | NA |
| (i) Mediation agreements | NA |
| (b) Mediations not related to due process | NA |
| (i) Mediation agreements | NA |
| (2.2) Mediations not held (including pending) | NA |

| SECTION C: Hearing requests | |
|--|----|
| (3) Hearing requests total | 0 |
| (3.1) Resolution sessions | NA |
| (a) Settlement agreements | NA |
| (3.2) Hearings (fully adjudicated) | NA |
| (a) Decisions within timeline SELECT timeline used {30 day/Part C 45 day/Part B 45 day} | NA |
| (b) Decisions within extended timeline | NA |
| (3.3) Resolved without a hearing | NA |